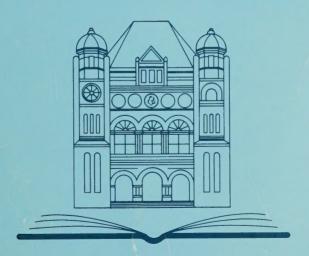
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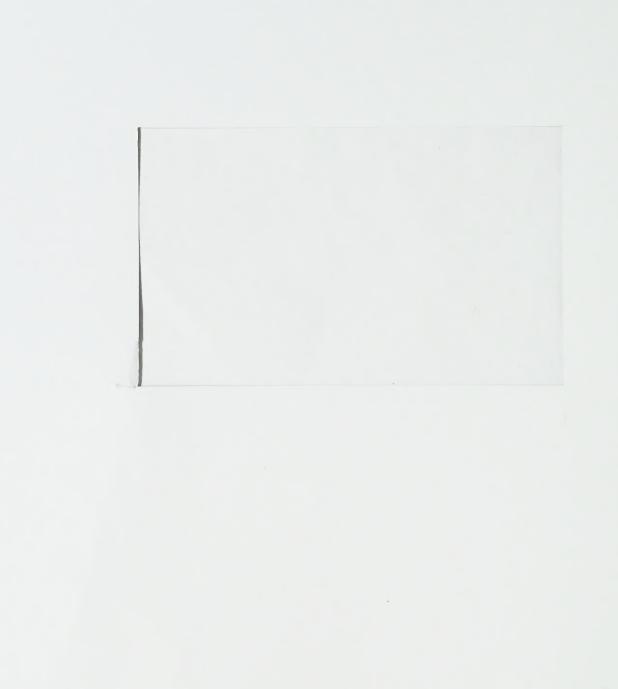


PROVINCIAL AND FEDERAL EMPLOYMENT OPPORTUNITIES AND PROGRAMS

Current Issue Paper 151



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PROVINCIAL AND FEDERAL
EMPLOYMENT OPPORTUNITIES
AND PROGRAMS

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Originally Prepared by:

Justin Robertson Student Research Assistant March 1994

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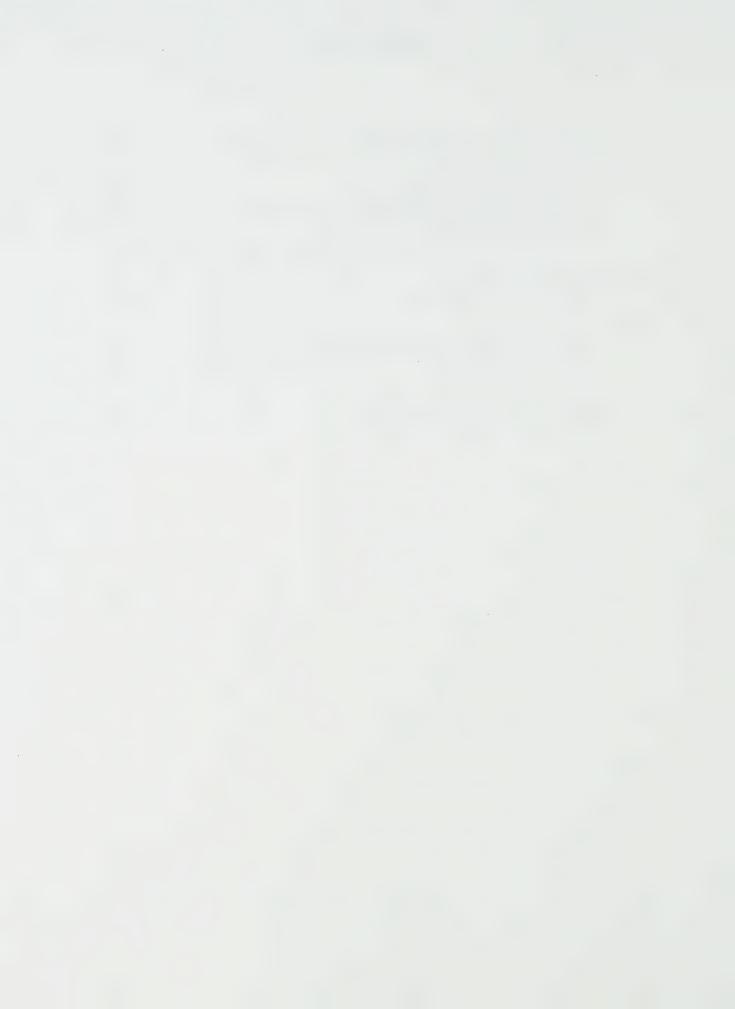
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# INTRODUCTION

Members are frequently asked by individuals and community groups in their constituencies about government job opportunities and programs and how to apply for them. This directory outlines the wide range of funding and employment opportunities and programs available from the various ministries of the Government of Ontario and departments of the Government of Canada. We hope this will provide a handy reference tool for Members in responding to their constituents.

Employment programs may be classified into two groups: placement programs and supportive programs, such as counselling and training which help people secure jobs. In this directory, only job the former placement programs are presented; that is, programs that recruit for government positions and those sponsored by government departments and ministries which lead to positions outside the public sector.

Many of the programs listed in this guide are directed at young people: 40 of the 76 programs are youth or student programs. The remaining 36 programs are designed for adults or those who have recently left high school or university. While most of the programs offer employment, many give funding or lend venture capital. A few offering training grants.

The Public Service Commission is responsible for recruiting into the federal civil service. The federal department mainly responsible for sponsoring programs leading to job placements in the private sector is the Department of Human Resources Development. Provincially, this function is undertaken mainly by the Ontario Training and Adjustment Board (OTAB) and the Ministry of Education and Training, particularly its *jobs*Ontario Training program. The central access point for provincial employment programs is the Ontario Training and Adjustment Board Hotline (1-800-387-5656). Counsellors provide information mainly on provincial programs and services and on government and community agency initiatives.

The information in this directory is current as of March 1995. Since programs can change with funding availability and shifting priorities, it is possible that some programs listed in this directory may have been cancelled or altered. Furthermore, ministries and departments that did not at the time of publication provide programs may since have created new funding programs. Enquiries about the status of programs should be directed to contacts listed at the end of each section.

The following are the main centralized offices responsible for delivering employment programs:

### Canada Employment Centres (CECs)

CECs are the central access point for federal employment programs and are funded and operated by the Department of Human Resources Development. CECs deliver federal and some provincial programs and services locally, refer clients to other employment and training programs and operate as a clearing house for positions in the private sector. Services offered include pre-employment and vocational counselling, testing, job listings and job placement activities. Canadian Employment Centres are listed in local telephone directories under Government of Canada.

## Canada Employment Centres for Students (CECs for Students)

Approximately 100 CECs for Students are open between May and August in Ontario, funded and operated by the Department of Human Resources Development. CECs for Students are managed and staffed by recent post-secondary graduates and current post-secondary students and offer job listings and job search assistance to high school and post-secondary students. To determine the location and operating dates of a CEC for Students, contact your local CEC.

### **Help Centres**

Help Centres are non-profit, community-based centres that provide employment counselling and job search services to workers 25 years of age or over. For further information, telephone the Ontario Training and Adjustment Board Hotline at 1-800-387-5656.

# Youth Employment Counselling Centres (YECCs)

YECCs are non-profit, community-based centres operating independently of the federal and provincial governments and funded by numerous public and private organizations. YECCs have two main functions: to deliver municipal, provincial, federal and private youth employment programs and to offer their own services to youth. These services include individual and group counselling, job search skills, job placement and referral to other employment and training programs. Employers may submit positions to their local YECC, whose counsellors then pre-screen applicants. Applicants must be 15 to 24 years of age, living in Ontario and out of school and work. For more information, contact the OTAB Hotline at 1-800-387-5656.

The next section provides some general information on federal and provincial employment opportunities. The bulk of the paper then consists of detailed information on particular programs: scope, eligibility, length, remuneration, application process and contacts.

# **EMPLOYMENT OPPORTUNITIES**

#### Size of the Public Sector

The following table presents the number of public sector employees from all three levels of government in Ontario in 1992.

# Public Sector Employees in Ontario (1992)\*

|                               | No. of Employees | % Change<br>from 1991 | Avg. Annual %<br>Change (1988-1992) |
|-------------------------------|------------------|-----------------------|-------------------------------------|
| Local government              | 398,238          | 0.1                   | 2.7                                 |
| Local crown corporations      | 28,813           | 2.3                   | 3.0                                 |
| Local public sector           | 427,051          | 0.3                   | 2.7                                 |
| Provincial government         | 293,882          | -1.3                  | 1.2                                 |
| Provincial crown corporations | 44,135           | -2.2                  | 1.4                                 |
| Provincial public sector      | 338,017          | -1.4                  | 1.2                                 |
| Federal government            | 159,336          | -0.3                  | 1.7                                 |
| Federal crown corporations    | 51,963           | -3.1                  | -7.5                                |
| Federal public sector         | 211,299          | -1.0                  | -1.0                                |
| Total government              | 851,456          | -0.5                  | 2.0                                 |
| Total crown corporations      | 124,911          | -1.6                  | -2.6                                |
| Total public sector           | 976,367          | -0.6                  | 1.3                                 |

Source: Public Sector Employment and Remuneration 1992. Statistics Canada Catalogue 72-209 Annual. Published by the authority of the Minister of Industry, Science and Technology, 1993.

Government refers to departments, ministries, agencies, boards, commissions, public educational institutions, cultural facilities, hospitals, social agencies, and the bodies administering universal pension plans.

Crown corporations are government controlled business enterprises, such as Ontario Hydro, engaged in commercial operations.

#### **Provincial Employment Opportunities**

The provincial public service is recruited through the Treasury Board, the Management Board of Cabinet and individual ministries. The Treasury Board is responsible for setting overall salary and wage allocations in each ministry's budget. To request an increased salary allocation, a ministry must file a Workforce Impact Plan with the Ministry Support Branch of the Management Board, indicating how existing personnel can be redeployed. The Ministry Support Branch then reviews the plan and recommends to the Treasury Board, the final authority.

Normally, and within the constraints of salary and wage control, the Ministry is free to set its own staffing levels. However, the Ontario Public Service (OPS) Commission

now has an external hiring restriction. Announced by the Management Board on November 6, 1992, the restriction covers all positions in the classified service, the unclassified service, the Minister's staff and Schedule 1 and 4 agencies to which appointments are made under the Public Service Act.

Job advertising is limited to internal ministry postings or OPS-wide advertising in the Management Board's publication, *topical*. The directive does, however, state that Deputy Ministers may approve external recruitment in the following cases: when a skill base is not found within the OPS; when job restructure/redesign is not feasible; when an essential service or delivery of a priority program is affected; when a ministry relocates; and for employment equity. In these cases application forms are available from: Employment Office, Management Board Secretariat, Frost Building, First Floor, Toronto, Ontario, M7A 1Z5.

For further information contact:

Team Leader
Expenditure Management and Reporting Branch
Treasury Board
6th Floor
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Y7
Telephone (416) 327-2024
Fax (416) 327-2136

# **Federal Employment Opportunities**

Hiring within the federal public service is the responsibility of the Treasury Board, the Public Service Commission of Canada and individual departments. Up to fiscal year 1993, the Treasury Board set staffing levels by allocating a given number of person-years to each department. The majority of departments now have a single operating budget within which they are free to set staffing levels. Under section 11 of the *Public Service Employment Act*, departments are required to search internally for new employees. If the internal search is unsuccessful, the department may contact the Public Service Commission (PSC), the staffing arm of the federal government, to initiate an external recruitment search. Prospective employees must complete a standard application form and if necessary pass one or more National Applicant Inventory tests.

At the present time a temporary freeze on hiring in the federal public sector is in effect indefinitely. There are, however, a limited number of positions available for recent university graduates, and these are detailed in the Federal Employment Programs Section of this document.

For further information, contact:

Project Manager
Human Resources Planning and Development Division
Treasury Board
L'Esplanade Laurier
9th Floor
Ottawa, Ontario
K1A 0R5
Telephone (613) 952-5249

Within the federal government the Public Service Commission is mainly responsible for hiring. However, certain positions are made available by "prime user" departments which have been granted the authority to hire without using the Public Service Commission. These positions usually require advanced training or special skills. Some examples include veterinarians, research scientists, chaplains, teachers, lawyers, ship repairers and air traffic controllers.

Federal Crown Corporations are agencies of the government that report to, or through, a minister. The Public Service Commission is not responsible for staffing in these organizations. Potential candidates must apply directly to the human resources departments of the federal crown corporations which are listed in Appendix A.

## PROVINCIAL EMPLOYMENT PROGRAMS

### MANAGEMENT BOARD SECRETARIAT

### Ontario Public Service Internship Program

# **General Description**

This program provides an internship with a ministry or agency of the Ontario government. The program was not in operation during 1993 and 1994, there will be 75 positions available in 1995.

#### Eligibility

# Applicant must

• have received a degree or diploma within the past two years from a university or a diploma from a college of applied arts and technology.

### Length

12 months to two years.

#### Remuneration

Entry level pay for the position.

### **Application Process**

The Management Board publication *topical* will include, starting in its March issue, a listing of 15 program jobs and qualifications. Approximately every three weeks, another 15 positions will be published. Resumes should be directed to the sponsoring ministry. Hiring will take place between April and October.

#### Contact

Program Funds Coordinator
Funds Management
Operations and Ministry Support Division
Management Board Secretariat
11th Floor, 252 Bloor Street West
Toronto, Ontario
M5S 1V5
Telephone (416) 325-0260
Fax (416) 325-0077

### MINISTRY OF CITIZENSHIP

## **Community Placement Program**

### **General Description**

It assigns youth from racial minorities to community agencies to work on anti-racism projects, including coordinating youth volunteer programs, producing informational literature and assisting in the delivery of community programs. One day a week is assigned to the development of leadership, life skills training and anti-racism action guided by staff from the Ontario Anti-Racism Secretariat.

### Eligibility

### Applicant must

- be Aboriginal or from a racial minority;
- be between 17 and 25 years of age;
- have at least a high school diploma; and
- have demonstrated leadership skills.

#### Length

Four days a week with the community agency and one day a week with the Ontario Anti-Racism Secretariat. It is a nine month program.

#### Remuneration

Varies.

#### **Application Process**

Contact the Ontario Anti-Racism Secretariat at (416) 326-9702 for an application and further information.

#### Contact

Team Leader-Youth Strategy New Programs Branch Ontario Anti-Racism Secretariat Ministry of Citizenship 16th Floor, 77 Bloor Street West Toronto, Ontario M7A 2R9 Telephone (416) 325-6063 Fax (416) 326-9725

### MINISTRY OF COMMUNITY AND SOCIAL SERVICES

### Municipal/First Nations Employment Program

#### **General Description**

This program provides employment services, such as counselling, placement and training to social assistance recipients. It is delivered mainly by municipalities, First Nation communities and District Welfare Boards.

# Eligibility

# Applicants must

- be individuals receiving social assistance or be their beneficiaries; and
- be experiencing barriers to employment (e.g., low level of education, disability).

**Note:** The program may reflect local criteria; for instance, a municipality may only accept sole support parents.

The delivery agent must apply to the Ministry of Community and Social Services for funding.

## Length

Varies. It depends on client need.

#### Remuneration

Varies.

#### **Application Process**

Individuals may contact the delivery agent directly or be referred by an income maintenance officer. Based on an assessment of the individual's social, educational and employment history, and with the consent of the client, an employment plan will be designed. The plan chiefly involves counselling and training initiatives; however, some participants are placed with employers.

### Contact

Policy Development and Program Design Branch Ministry of Community and Social Services 8889 Bay Street 4th Floor Toronto, Ontario M7A 2B6 Telephone (416) 326-4817 Fax (416) 326-9777

#### MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE

### **Aboriginal Business Ventures Program**

### **General Description**

This program has a mandate to promote six goals:

- to serve the financial and advisory needs of on-reserve Native businesses by implementing a financial assistance program in keeping with Ontario's Native economic development policy;
- to help new and existing Aboriginal entrepreneurs succeed in business by improving their access to mainstream financial institutions and venture capital funding;
- to encourage and develop a meaningful, working partnership between Ontario's First Nations people, the banking community and the government;
- to support projects with potential to provide broad community benefits;
- to create and retain jobs in First Nations communities;
- to ensure that entrepreneurs have fully researched their ideas and developed a comprehensive business plan.

#### **Eligibility**

### Applicant must

- be an Ontario resident, 18 years or older and have a valid social insurance number;
- be a resident of one of the following First Nations communities: Akwesasne; Moose Factory-Mushkeowuk Territory communities; the Chapleau, Brunswick House, Matachewan and Mattagami First Nations communities; the First Nations communities located on Manitoulin Island and the North Shore; Chippewa, Delaware or Six Nations of the Grand River communities in southwestern Ontario:
- be starting up a new full-time business or expanding an existing business that has been operating successfully for at least one year. The business must also fall within the generally accepted definitions of an independent business. Product distribution, multi-level marketing and commissioned sales, for example, are not eligible.

- make a cash equity contribution equal to at least 50% of the loan amount. The applicant must contribute his or her own cash equity equal to at least 10% of the loan amount. The remaining balance, up to 40% of the loan amount, may come from other sources such as Band loans or agency grants. If the cash equity contribution is borrowed, that loan cannot be repaid during the term of the Aboriginal Business Ventures loan, nor can the assets of the new business be pledged for that loan.
- The loan must be used to cover costs directly related to the start-up of a new business or to cover costs directly related to the expansion of an existing business. The applicant's cash equity contribution must be in cash and must be used for the purposes of the business as outlined in the Aboriginal Business Ventures cash flow projection.

Note: Other First Nation communities not listed may qualify.

#### Remuneration

A personal loan, guaranteed by the Province of Ontario, of up to \$15,000 for a term of five years. In the first year, recipients need only repay interest on the approved loan amount. In the second year, recipients begin paying back the loan itself according to a repayment schedule negotiated between him or her and the lender.

## **Application Process**

Contact the economic development officer at the appropriate Economic Corporation listed below or call the Ontario Development Corporation's Aboriginal Business Ventures Program office at 1-800-387-5616 for more information.

| Name  | Address  | Telephone      |
|---|--|----------------|
| S.O.A.R. Development<br>Corporation                     | RR 3, Cornwall Island, Ontario, K6H 5R7                  | (613) 938-2935 |
| Waubetek Business Development Corporation               | Manitoulin Island, Ontario, P0P 1A0                      | (705) 285-4275 |
| Moose Factory First Nation Economic Development Program | Box 190, Moose Factory, Ontario, P0L 1W0                 | (705) 658-4619 |
| The Enterprise Circle Blind River Office                | 1 Industrial Park Road, Blind River, Ontario,<br>P0R 1B0 | (705) 356-1419 |
| Six Nations Development Corporation                     | P.O. Box 5000, Ohsweken, Ontario, N0A<br>1M0             | (519) 445-2201 |
| Tecumseh Development Corporation                        | RR 1, Muncey, Ontario, N0L 1Y0                           | (519) 289-2122 |
| Mattagami First Nation                                  | P.O. Box 99, Gogama, Ontario, P0M 1W0                    | (705) 894-2072 |

### **Export Marketer for Hire Program**

### **General Description**

As part of the Trade Expansion Fund, this program provides financial assistance to companies hiring an export marketer; 312 applications were approved for fiscal year 1993-1994.

## Eligibility

### Company must

- be an Ontario organization manufacturing products or providing services;
- have been in operation for one year;
- employ 10 to 200 people;
- have annual sales of at least \$500,000;
- need international marketing assistance for new or expanded activities where current sales are less than 10% of total sales and the product or service includes a minimum of 50% Ontario value added; and
- employ only one export marketer per year and a maximum of two in the company's lifetime.

### Candidate must

- be a Canadian citizen or landed immigrant;
- be a new employee but not be a shareholder of, or lender to, the company; and
- either have experience in export marketing or have graduated with a specialization in international business or international marketing from a recognized university or community college.

#### Length

Financial assistance for one year.

#### Remuneration

Program covers 50% of the new employee's salary to \$15,000 per year.

# **Application Process**

Selection and hiring of the export marketer is an internal company decision.

### Contact

Export Services and Americas Section
Trade Development Branch
Ministry of Economic Development and Trade
5th Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1
Telephone (416) 325-6858
Fax (416) 325-6814

### **New Ventures Loan Program**

### **General Description**

The New Ventures Program is administered by the Ontario Development Corporation, a Crown agency of the Ministry of Economic Development and Trade. This program provides personal loan guarantees of up to \$15,000 to assist Ontario-based entrepreneurs to start up new small businesses and to help foster job creation and regional development throughout Ontario. Since the program's inception in 1986, over 33,000 loans have been authorized.

#### Eligibility

### Applicant must

- be a resident of Ontario, 18 years of age or over, and a Canadian citizen or landed immigrant;
- be starting a new full-time business, that is, one that operates for a minimum of 2,000 hours per year;
- apply within three months of the company's registration or incorporation with the Ministry of Consumer and Commercial Relations;
- have had no previous funding from this program or from the Student and Youth Venture programs;
- use the loan only for essential start-up costs; and
- hire one additional full-time employee (2,000 hours/year) during the period of the loan.

Note: Professionals such as doctors, veterinarians, lawyers and accountants may not apply for, or use, funds obtained through the New Ventures program to start up or practice a related business. Commissioned sales people may not apply for, or use, funds obtained through the program to start up a sales office or sales practice. Farm operators may not access the program to start up or operate farms. Businesses, whether active or inactive and registered more than three months prior to the date of the application, will not be considered new, and are ineligible.

### Length

The term of the loan is for a five-year period and carries a floating interest rate of prime plus 1%. In the first year, recipients need only repay interest on the approved loan amount. In the second year, recipients begin paying back the loan itself according

to a repayment schedule negotiated between him or her and the lender. Applicants may negotiate shorter terms and/or repay the full amount at any time without penalty.

#### Remuneration

The maximum amount available under the program is \$15,000. Proceeds from the loan must be applied towards direct start-up costs. To qualify, the applicant must make a cash equity contribution matching the loan amount (except for businesses in northern and eastern Ontario where only a 50% contribution is required).

## **Application Process**

Application forms may be obtained from any participating financial institution, such as the Canadian Imperial Bank of Commerce, Toronto Dominion Bank, Royal Bank of Canada, Bank of Montreal, Bank of Nova Scotia, National Bank of Canada, National Trust, caisses populaires and some credit unions. Completed applications include a personal information sheet, a business plan, sales and cash flow forecasts and licenses. For information on the application process contact the New Ventures program at 1-800-387-0070.

#### Contact

Manager, New Ventures, Youth Venture Program and Aboriginal Business Ventures Program
Ministry of Economic Development and Trade
Suite 1160, 4 Robert Speck Parkway
Mississauga, Ontario
L4Z 1S1
Telephone (416) 279-1142
Fax (416) 279-4144

# **Technical Personnel Program**

#### **General Description**

A government subsidy is provided for small Ontario businesses to hire technical personnel. Since the program's inception in September 1989, 1,300 applications have been approved and 1,100 candidates have been sponsored. Total program spending commitments, from start to November 19, 1993, has been \$34 million.

### **Eligibility**

#### Candidate must

- be a scientist, engineer, technologist, technician or industrial designer;
- have a degree or diploma from a recognized university or college; and
- have applicable direct experience in the project area.

#### Company must

- have 10 to 200 employees;
- lack technical staff qualified to carry out a specific engineering or scientific project;
- be operating in the manufacturing or service sector;
- export goods, market services internationally or submit a plan to do so; and
- be at least two years old.

**Note:** A company is entitled to only two sponsored candidates.

### Length

Minimum three-year contract.

#### Remuneration

Maximum salary contribution by the government is \$45,000 over the three-year period.

## **Application Process**

The program is marketed to companies through Ministry field offices, which forward applications to the head office of the Ministry of Economic Development and Trade. The application is reviewed by a committee consisting of members of the Ministry and the National Research Council. If the company includes a candidate in the application, the candidate will be reviewed. Otherwise, the company is responsible for recruiting the employee and having the head office of the Ministry approve the candidate. Qualified individuals may approach companies and market the program.

#### Contact

Manager, Domestic Program Support Unit Small Business and Domestic Operations Ministry of Economic Development and Trade 7th Floor, Hearst Block Toronto, Ontario M57 2E1 Telephone (416) 325-6489 Fax (416) 325-6538

## Youth Start-Up Capital, Youth Venture Loan

### **General Description**

The Youth Ventures Program is administered by the Ontario Development Corporation, a Crown agency of the Ministry of Economic Development and Trade. This program provides personal loan guarantees of up to \$7,500 to assist young Ontario-based entrepreneurs start new small businesses and to help foster job creation and regional development throughout Ontario.

## Eligibility

### Applicants must

- be between the ages of 18 and 29 and not attending school full time;
- operate a new business in Ontario which is not a seasonal business (i.e., must operate 12 months a year);
- never have received funding from the Youth Venture program; and
- hire one additional full-time employee (2,000 hours/year) during the period of the loan.
- take the <u>Running Start</u> course. This is a ten hour program that takes one evening and one full day (usually a Saturday). This program costs \$75.00.

### Length

The term of the loan is for a five-year period and carries a floating interest rate of prime plus 1%. In the first year, recipients need only repay interest on the approved loan amount. In the second year, recipients begin paying back the loan itself according to a repayment schedule negotiated between him or her and the lender. Applicants may negotiate shorter terms and/or repay the full amount at any time without penalty.

#### Remuneration

The maximum amount available under the program is \$7,500. Proceeds from the loan must be applied towards direct start-up costs. To qualify, the individual must make a cash equity contribution matching the loan amount (except for businesses in northern and eastern Ontario where only a 50% contribution is required).

# **Application Process**

Applications are available at college and university placement offices, MPP's offices, high school guidance offices and participating branches of the Royal Bank of Canada and caisses populaires. Completed applications comprise a personal information sheet, a business plan, sales and cash flow forecasts and licenses, and are submitted to the closest participating Royal Bank or caisses populaires. The candidate must present a business proposal to a lending officer. The successful candidate is notified two weeks after the interview.

#### Contact

Manager, New Ventures, Youth Venture Program and Aboriginal Business Ventures Program
Ministry of Economic Development and Trade
Suite 1160, 4 Robert Speck Parkway
Mississauga, Ontario
L4Z 1S1
Telephone (416) 279-1142
Fax (416) 279-4144

### MINISTRY OF LABOUR

### Program for Older Worker Adjustment (POWA)

# **General Description**

POWA is a joint federal/provincial program. Its objective is to assist older workers who have been permanently laid-off and have no prospects for re-employment without retraining or relocation. Layoffs from all private sector industries and commercial crown corporations are eligible for consideration. Major permanent layoffs occurring on or after January 1, 1988 are eligible for consideration. Industries covered by the Labour Adjustments Board Program as of August 1986 may also qualify. Final decisions regarding acceptance of the closure/layoff are made by the provincial Minister of Labour and the federal Minister of Human Resources Development.

# Criteria for Closure/Layoff Acceptance by POWA (major points only)

- significant regional economic disruption;
- major employment loss in the industry;
- large proportion of older workers affected; and
- permanent loss of jobs

#### Criteria for Laid-off Workers

### Applicant must

- be between the ages of 55 and 64 at the time of the layoff;
- be a Canadian citizen or a permanent resident who resides in Canada; and
- have been employed for 13 of the last 20 years. A year of work is a year in which a worker was paid for at least 750 hours.
- have exhausted all Unemployment Insurance benefits.

### Length

Up to nine years. The benefits are retroactive and an individual is eligible to collect even if he or she is presently over the age of 64 provided that the layoff occurred prior to the worker's 65th birthday. Benefits are paid from the expiry of UI benefits until age 65 or death of applicant (whichever occurs first).

### Remuneration

Individual receives up to 70% of Unemployment Insurance benefits (to a maximum of \$1,000) on a monthly basis, but other income such as private pension, Canada Pension, and employment earnings are deducted from POWA benefits. The individual must also fill out monthly report cards indicating any other incomes.

# **Application Process**

Contact the POWA office and request an application.

#### Contact

Manager 4th Floor 40 Dundas Street West Toronto, Ontario M5G 2C2 Telephone (416) 326-7374 Fax (416) 326-7988

#### jobsOntario Youth (JOY)

# **General Description**

Since the summer of 1992, more that 19,000 jobs have been created through this program. It operates in Hamilton, Metropolitan Toronto, Ottawa and Windsor. JOY also includes outreach to youth who face employment barriers and higher than average unemployment rates, such as black and Aboriginal youth. Jobs include, for example, laboratory assistant in a chemical company; accounting clerk in a real estate company; desktop publisher at a design company; and sales person in a fashion store. For further information, contact the Ontario Training and Adjustment Board Hotline at 1-800-387-5656.

### Eligibility

### Applicant must

- be between the ages of 15 and 24 (or age 29 if disabled);
- be unemployed (student or non-student); and
- be an Ontario resident and eligible to work in Canada.

### Organizations must

• be non-profit, public or private sector.

### Length

A maximum 10 weeks of subsidy. Placements for youth who are returning to school must end by Labour Day weekend. Job placements must begin by August 1. Employment must be for a minimum of 20 hours per week.

#### Remuneration

A subsidy of up to Ontario minimum wage is negotiated with the broker. In some cases, employers may contribute a training allowance or a bonus at the end of the job placement.

#### **Application Process**

Applicants and employers may apply to a local broker, a Youth Employment Counselling Centre, or a FUTURES office at a college or a community organization (contact the Ontario Training and Adjustment Board Hotline for a list of brokers). Counsellors assist participants select placements that best match their skills and interests.

#### Contact

Telephone the Ontario Training and Adjustment Board Hotline at 1-800-387-5656.

### MINISTRY OF MUNICIPAL AFFAIRS

# Ontario-Quebec Municipal Student Exchange Program

### **General Description**

Sponsored by the Ministry of Municipal Affairs and the Ontario-Quebec Commission for Cooperation, this program offers students summer jobs in Quebec municipal government offices.

### Eligibility

# Applicant must

- be legally entitled to work in Canada;
- be registered in a full-time undergraduate or graduate university/college program in Ontario;
- be a resident of Ontario;
- not have previously participated in this program; and
- have some knowledge of French.

#### Length

12 weeks (3rd week in May to mid-August).

### **Application Process**

Applications are available at campus placement centres and are to be submitted directly to the Ministry of Municipal Affairs. Once the two provinces exchange job descriptions, the Ministry matches candidates to jobs.

#### Contact

Office of Francophone Municipal Relations Ministry of Municipal Affairs 13th Floor, 777 Bay Street Toronto, Ontario M5G 2E5 Telephone (416) 585-6288 Fax (416) 585-6291

#### MINISTRY OF NORTHERN DEVELOPMENT AND MINES

### **Ontario Prospectors Assistance Program (OPAP)**

### **General Description**

This program provides grants to individuals carrying out prospecting and grassroots exploration activities in Ontario. Of the 485 applications received for the 1994 summer program, 215 were approved. Of the 56 applications received for the 1994-1995 winter program, 21 were approved.

### Eligibility

### Applicant must

- be a resident of Canada;
- hold a valid Ontario Prospector's License;
- intend to work on Crown land or on the applicant's own property;
- have a project that may include rocks containing metallic or non-metallic minerals;
- if applying to the winter program, not have received summer program funding; and
- not be employed with the Mines and Minerals Division of the Ministry of Northern Development and Mines while receiving the grant.

### Eligible activities include

- prospecting, geological, geochemical and geophysical surveys;
- line cutting, if survey done on grid;
- stripping and trenching;
- sampling and assaying; and
- drilling.

### Length

Most grants are awarded for the summer program (May-January). The winter program (January-May) has a limited number of grants available. An applicant to the winter

program must document that the project can be completed only during the winter months.

#### Remuneration

Grants are awarded to a maximum of \$10,000 per applicant per year, of which 50% is paid on approval. The remaining 50% is paid on the approval of the Final Submission Form (see below) and supporting documentation.

## **Application Process**

Information booklets containing application forms are available from any Ministry regional office or from the Incentives Office (see address under Contact). The deadlines for submitting applications for the summer and winter programs are March 31 and October 31, respectively. Applications are reviewed and evaluated according to the following selection criteria: experience and training, past OPAP experience or reference check, and quality and documentation of proposal. At the completion of the projects the participant must file with the Incentives Office the OPAP Final Submission Form, including a listing of all expenditures and a report on the prospecting project.

### Contact

Ontario Prospectors Assistance Program Incentives Office
Mining and Lands Management Branch
Ministry of Northern Development and Mines
5th Floor, 933 Ramsey Lake Road
Sudbury, Ontario
P3E 6B5
Telephone (705) 670-5829
Fax (705) 670-5803

### **ONTARIO HERITAGE FOUNDATION**

#### Northern Initiatives Grant

## **General Description**

The Ontario Heritage Foundation, an agency of the Ministry of Culture, Tourism and Recreation, provides grants to individuals carrying out research relevant to Ontario. This program provides grants to encourage archaeological research in Northern Ontario. Examples of projects include: archival research, analysis of existing collections, fieldwork, laboratory analyses and specialist studies such as faunal analysis.

### Eligibility

## Applicant must

- apply on his or her own behalf as principal investigator;
- not be employed by the provincial government and its agencies;
- not be a member of the Ontario Heritage Foundation; and
- not request funds for a commercial contract;

### Remuneration

Up to \$10,000 over a maximum period of 12 months. A northern allowance to cover higher food and travel costs is provided. For a project expected to continue for longer than 12 months, a second application may be made forrenewed financial support.

### **Application Process**

Applications must be submitted by October 31 for spring and early summer projects and by April 30 for late summer and fall projects. Applications are reviewed twice annually: in the early winter for proposals submitted October 31 and in the spring for proposals submitted April 30. Successful applicants are notified within three months of the submission deadline.

**Note:** This program is under review and new guidelines/criteria will be released in March.

# Contact

History and Archaeology Unit Ontario Heritage Foundation Ministry of Culture, Tourism and Recreation 10 Adelaide Street East Toronto, Ontario M5C 1J3 Telephone (416) 3125-5038 Fax (416) 325-4909

## **Archaeology Research Grant**

## **General Description**

This programs provides grants to individuals carrying out archaeological research relevant to Ontario. Examples of projects include archival research, analysis of existing collections, fieldwork, laboratory analyses and specialist studies such as analysis of fauna. In fiscal year 1992-1993, the program funded 10 individuals.

## Eligibility

## Applicant must

- apply on his or her own behalf as the principal investigator;
- not be employed by the provincial government and its agencies;
- not be a member of the Ontario Heritage Foundation; and
- not request funds for a commercial contract.

Note: Project must involve archaeological studies conducted in or related to Ontario.

#### Remuneration

Up to \$10,000 over a maximum period of 12 months. For a project expected to continue for longer than 12 months, a second application may be made for renewed financial support.

### **Application Process**

Written applications must be submitted by October 31 for spring and early summer projects and April 30 for late summer and fall projects. Applications are reviewed twice annually: in the early winter for proposals submitted October 31 and in the spring for proposals submitted April 30. Successful applicants are notified within three months of the submission deadline.

**Note:** This program is under review and new guidelines/criteria will be released in March.

#### Contact

History and Archaeology Unit Ontario Heritage Foundation 10 Adelaide Street East Toronto, Ontario M5C 1J3 Telephone (416) 325-5038 Fax (416) 325-4909

## **Archaeology Student Grant**

# **General Description**

The program's objectives are to promote and improve the quality of problem-oriented research being done by graduate students in the prehistory and/or archaeology of Ontario. The purpose is provide students enroled in a program requiring the preparation of an original thesis in partial fulfilment of a degree within fields concerned with the prehistory and/or archaeology of Ontario financial assistance. Student researchers have accounted for more than half of the archaeological grants awarded to date.

# Eligibility

## Applicant must

- be enrolled in a graduate degree-oriented program;
- demonstrate having concurrently applied for student financial support from the university, Ontario government, Social Sciences and Humanities Research Council, or similar sources.

## Proposed Research must

• have relevance to the study of some aspect of the prehistory and/or archaeology of Ontario.

### Remuneration

Up to \$18,500 over a maximum period of 12 months. In the case of doctoral level research, the Ontario Heritage Federation is prepared to consider awarding a second and subsequent grant for the same project. A second application must be made for this subsequent grant and must be accompanied by a detailed report on results to date.

## **Application Process**

Applications are to be post-marked no later than January 15 and all associated documents are to be received by January 30.

#### Contact

History and Archaeology Unit Ontario Heritage Foundation 10 Adelaide Street East Toronto, Ontario M5C 1J3 Telephone (416) 325-5038 Fax (416) 325-4909

## **History Publication Awards**

## **General Description**

This program funds individuals publishing major books (minimum of 250 pages) judged to be making a new or unique contribution to the history of Ontario. The emphasis is on general work such as publications, guides, and exhibitions and films, rather than on academic work. In fiscal year 1993-1994, the program funded 8 individuals.

## Eligibility

### Manuscripts must

• draw upon a heritage-related discipline such as archaeology, architecture, art history or folklore;

#### Remuneration

A maximum grant of \$8,000, as well as up to \$3,000 for professional editorial services.

## **Application Process**

The manuscript and a written application must be submitted to: Chair, Ontario Heritage Foundation. Basing its decision in part on a recommendation by an outside reader, the Ontario Heritage Foundation's Heritage Community Service Committee will accept or reject the proposal. The review process may take up to six months.

**Note:** This program is under review and new guidelines/criteria will be released in March.

#### Contact

Historical Resources Consultant
History and Archaeology Unit
Ontario Heritage Foundation
Ministry of Culture, Tourism and Recreation
10 Adelaide Street East
Toronto, Ontario
M5C 1J3
Telephone (416) 314-4911
Fax (416) 325-5071

# **History Research Grant**

## **General Description**

This program funds individuals undertaking new or unique research in Ontario history. The emphasis is on publications, guides, exhibitions and films of a general historical nature. In fiscal year 1992-1993, the program funded 12 individuals.

## Eligibility

## Applicant must

• have demonstrated research abilities.

## Projects must

- draw upon a heritage-related discipline such as archaeology, architecture, art history and folklore; and
- not be related to undergraduate or graduate university studies.

#### Remuneration

A maximum grant of \$3,000.

# **Application Process**

A written application is submitted to the Chair of the Ontario Heritage Foundation. The Ontario Heritage Foundation's Heritage Community Service Committee reviews all proposals. The review process may take up to six months.

**Note:** This program is under review and new guidelines/criteria will be released in March.

### Contact

Historical Resources Consultant
History and Archaeology Unit
Ontario Heritage Foundation
Ministry of Culture, Tourism and Recreation
10 Adelaide Street East
Toronto, Ontario
M5C 1J3
Telephone (416) 314-4911
Fax (416) 325-5071

# ONTARIO TRAINING AND ADJUSTMENT BOARD (OTAB)

The Ontario Training and Adjustment Board (OTAB) was created in September 1993 as a Schedule 4 Agency, which means that it has its own budget, but is staffed by the Ontario Public Service, and policy is set by a Minister of the Ontario government (the Minister for Education and Training). OTAB's budget is simply the transfer of spending from programs shifted from a ministry to OTAB. OTAB is led by a Board of Directors whose co-chairs are from the business sector and the labour sector.

OTAB was created to coordinate all provincial training programs. The agency is responsible for training programs in four broad categories: workplace and sectoral training, apprenticeship, labour adjustment programs and services, and labour force entry or re-entry training.

Individuals interested in starting a business should contact the OTAB Hotline to determine if there is a Community Business Centre/Self-Employment Centre in their area. These centres offer business start-up, mentor and technical assistance programs.

In addition to OTAB programs, Ontario ministries and associated agencies hire young people to help deliver their services. The work ranges from manual labour to positions requiring technical, clerical or professional skills. Inquire at the personnel branches of all Ontario ministries to determine if a particular ministry has a summer hiring program.

# **Apprenticeship**

### **General Description**

Apprenticeship involves on-the-job and in-school specialized training in more than 400 skilled occupations in four industry sectors: construction, motive power, service and industrial. The would-be apprentice must find an employer willing to provide the training. Guidance and advice are available from consultants at 26 Apprenticeship and Client Services offices and from coordinators in the 30 Women's Access to Apprenticeship Projects offices across Ontario and job-search assistance is available through community-based employment counselling services.

**Note:** There is also a program which provides help to laid-off apprentices. Information regarding this program is available from the same contact listed below.

## **Eligibility**

Candidates must be at least 16 years of age. In order to qualify for most occupations, candidates must have completed grade 10. However, many employers require completion of Grade 12.

# Length

Apprenticeships range from 2 to 5 years, depending on the trade.

## Contact

Contact the local Apprenticeship and Client Services office (the phone number is in the blue pages of the telephone book under "Government of Ontario, Apprenticeship"), or call the OTAB Hotline at 1-800-387-5656.

## **Environmental Youth Corps (EYC)**

# **General Description**

This program provides job opportunities in projects that emphasize environmental protection, enhancement and advocacy. Such projects include, for example, producing environmentally-focused publications; testing water, soil and air pollution levels; taking plant and wildlife inventories in provincial parks; and conducting laboratory research in agricultural technologies. There were 3,379 participants in fiscal year 1993-1994. Since 1988, more than 23,000 youth have earned money and gained experience in a variety of environmentally-focused jobs.

# Eligibility

Individual applicants must be between the ages of 15 and 24 (or age 29 if disabled) and eligible to work in Canada. Past employers have included provincial ministries, non-governmental organizations, public interest and environmental advocacy groups, local tourist associations, Aboriginal groups and band councils, conservation authorities, school boards, universities and colleges and municipalities.

## Length

Most projects are 8 to 18 weeks long and take place in the summer.

### Remuneration

For fiscal year 1994-1995, the program has set salary schedules based on four positions. The sponsoring host ministry determines the participant's position. In the past, approximately 75% of participants have been termed Environmentalist I and II and paid Ontario minimum wage. The remaining participants have been termed coordinators and technicians and paid \$8 per hour.

# **Application Process**

- Individuals must apply directly to participating funded organizations, which are listed in the spring at MPP's offices, Canada Employment Centres for Students, Youth Employment Counselling Centres, high school guidance offices and university and college placement centres.
- Organizations may receive an application by telephoning the Ontario Training and Adjustment Board Hotline at 1-800-387-5656 or by contacting the Ministry of Environment and Energy's information line at (416) 314-5906. For more information, contact the JobsOntario Summer Employment Information Line at 1-800-387-0777.

## jobsOntario Training

## **General Description**

This widely-advertised program extends a training credit to an employer hiring a new employee.

## Eligibility

# Applicant must

- be an Ontario resident; and
- be receiving full or partial social assistance (General Welfare Assistance or Family Benefits) or have exhausted unemployment insurance benefits; or
- be ineligible for unemployment insurance benefits due to the nature of previous employment (i.e., self-employment and commissioned sales).

# Length

Emphasis is on permanent employment (minimum one-year contract).

### Remuneration

Government provides a training credit of up to \$10,000 per new employee, of which up to \$5,000 can be used for training and education of existing staff.

## **Application Process**

Prospective employers and employees should contact their local JobsOntario training broker.

#### Contact

### **FUTURES**

## **General Description**

FUTURES assists employment-disadvantaged youth (i.e., early school leavers) find jobs. The Pre-Employment Preparation Program is a full-time counselling and training course that can lead to entry into the Work Experience Program. The Work Experience Program has four components: the Basic 16-week option coordinates full-time on-the-job training for youth; the Enhanced Training option allows youth to extend the Basic 16-week option by 10 weeks; the One-Year Guarantee option combines high school courses and full-time on-the-job training; and, the Part-Time Work/Part-Time School option combines three high school credits and part-time on-the-job training. FUTURES offers employers the opportunity to train young people for permanent employment without having to pay their salaries during the initial training period.

In a recent survey, 70% of participants were employed in education or training, or in other community services three months after leaving the program. More than 250,000 young people have participated in the program since it was introduced in 1985.

# Eligibility

## Applicant must

- be eligible to work in Canada;
- be 16 to 24 years of age (29 if disabled);
- be unemployed;
- be out of school; and
- have barriers to finding employment.

**Note:** Former participants must wait one full year before re-applying to the FUTURES program.

**Note:** Special emphasis is placed on women, racial minorities, Aboriginal people, Francophones and persons with disabilities.

All Ontario employers are eligible, providing their proposal demonstrates useful work experience and proper training supervision.

# Length

# **Pre-Employment Preparation Program:**

• 16-week course.

# **Work Experience Program:**

Basic 16-week

• 16 weeks if full-time, 32 weeks if part-time

**Enhanced Training** 

• 10 weeks in addition to the Basic 16-week course

One-Year Guarantee

• 52 weeks

Part-Time Work/Part-Time School

• a combination of three high school courses and part-time work (maximum of 20 hours per week) for up to 52 weeks

## Remuneration

# **Pre-Employment Preparation Program:**

• \$125 per week of the course

# Work Experience Program:

Basic 16-week

• Ontario minimum wage.

**Enhanced Training** 

• Ontario minimum wage.

One-Year Guarantee

Ontario minimum wage.

### Part-Time Work/Part-Time School

• Ontario minimum wage and a \$100 per week allowance during the time in school

## **Application Process**

Apply to a local FUTURES office at either a College of Applied Arts and Technology or a youth employment counselling centre. Call the OTAB Hotline at 1-800-387-5656 for the nearest office.

Northern Training Opportunities Program (NORTOP)

## **General Description**

This wage-subsidy program encourages Northern Ontario employers to hire Northern Ontario students and recent graduates. There are four components to NORTOP: summer, Co-op, Internship and Special Projects for Target Groups. Two special projects are being supported in 1995: Aboriginal Recreation Program and Aboriginal Internship Program. Since 1991, NORTOP has helped employers create over 10,000 on-the-job training opportunities.

# Eligibility

- Participants in the summer component must be full-time secondary or postsecondary students studying in Northern Ontario or from Northern Ontario.
- Participants in the Co-op component must be Northern Ontario students registered in a co-op program at a post-secondary institution.
- Internship participants must have graduated from a college, university or other post-secondary program within the previous three years and be from Northern Ontario.
- All northern employers, except the federal and provincial governments, are eligible.

# Length

• Summer/Co-op: 6 to 14 weeks

• Internship: 26 to 50 weeks

## Remuneration

The provincial government pays 50% of wage up to \$4.00 per hour (summer/Co-op) and \$7.00 per hour (internship).

# **Application Process**

Prospective employers must apply to the Ministry. The deadline for summer positions is February 15. If approved, the employer may hire qualified, eligible students or recent graduates. A student may approach an employer and market the program.

### Contact

Senior Policy Adviser
Program Development Unit
Northern Regional and Community Development Branch
Ministry of Northern Development and Mines
4th Floor, 159 Cedar Street
Sudbury, Ontario
P3E 6A5
Telephone (705) 670-7136
Fax (705) 670-7155

For further information, contact one of the Northern Development offices listed below.

| Northern Development Office | Telephone Number |
|-----------------------------|------------------|
| Northeast Region:           |                  |
| Blind River                 | (705) 356-2226   |
| Chapleau                    | (705) 864-1515   |
| Cochrane                    | (705) 272-4274   |
| Elliot Lake                 | (705) 848-7133   |
| Espanola                    | (705) 869-1532   |
| Hearst                      | (705) 362-4358   |
| Iroquois Falls              | (705) 232-4001   |
| Kapuskasing                 | (705) 335-6008   |
| Kirkland Lake               | (705) 567-3291   |
| Mindemoya                   | (705) 377-5396   |
| Moosonee                    | (705) 336-2991   |
| New Liskeard                | (705) 647-7391   |
| North Bay                   | (705) 494-4045   |

| Parry Sound       | (705) 746-4296           |  |
|-------------------|--------------------------|--|
| Sault Ste. Marie  | (705) 945-5835           |  |
| Sturgeon Falls    | (705) 753-2900           |  |
| Sudbury           | (705) 670-7313 (collect) |  |
| Timmins           | (705) 267-8455           |  |
| Wawa              | (705) 856-2354           |  |
| Northwest Region: |                          |  |
| Atikokan          | (807) 597-2701           |  |
| Dryden            | (807) 223-8500           |  |
| Fort Frances      | (807) 274-5329           |  |
| Geraldton         | (807) 854-0266           |  |
| Ignace            | (807) 934-2260           |  |
| Kenora            | (807) 468-2803           |  |
| Manitouwadge      | (807) 826-3227           |  |
| Marathon          | (807) 229-1153           |  |
| Nipigon           | (807) 887-3230           |  |
| Rainy River       | (807) 852-3287           |  |
| Red Lake          | (807) 727-2870           |  |
| Sioux Lookout     | (807) 737-1318           |  |
| Thunder Bay       | (807) 475-1425           |  |

# Ontario/Quebec Summer Student Job Exchange Program

## **General Description**

The program gives 100 Ontario university students an opportunity to work during the summer in a ministry or agency of the Government of Québec. Half of the positions are located in major Québec cities. For more information, call the Ontario Training and Adjustment Board (OTAB) information line at 1-800-387-5656.

### Eligibility

# Ontario Applicant must

- be a full-time undergraduate or graduate student at an Ontario university;
- be a permanent resident of Ontario and eligible to work in Canada; and
- have some knowledge of French.

## Length

13 weeks (May — August).

### Remuneration

Student's wages are set by the Quebec government, which in 1992 paid \$8.25 per hour. The Government of Ontario will pay return travel expenses, but participants must arrange and pay for their own accommodation.

## **Application Process**

Applications are available through university placement offices. An application, including a resume in English and French, must be submitted by early January. Interviews are held on campus in February and March.

### **Contact**

Program Funds Coordinator
Funds Management
Operations and Ministry Support Division
Management Board Secretariat
11th Floor, 252 Bloor Street West
Toronto, Ontario
M5S 1V5
Telephone (416) 325-0260
Fax (416) 325-0077

## **Ontario Ranger**

## **General Description**

Students participate in outdoor work and educational programs in areas such as forest management, fish and wildlife, geology, mining, parks and recreation. In 1993, 22 ranger camps employed 520 students; in 1994, 22 ranger camps employed 528 students. The work requires physical and mental exertion and the applicant must be in good physical condition.

## **Eligibility**

## Applicant must be

- 17 years of age by December 31 of the year they wish to join;
- attending school;
- an Ontario resident; and
- legally able to work in Canada.

## Length

8 weeks (July — August).

### Remuneration

Ontario minimum wage minus room and board. In 1995, students will be paid \$37.32 per day.

# **Application**

Application forms are available at high school guidance offices. Applications are accepted between November 1 and January 30. Students are randomly selected by computer (note: geographic representation may be considered), and successful applicants are notified by the end of April.

### Contact

Youth Programs Officer Youth Programs Office Ministry of Natural Resources P.O. Box 6900 Peterborough, Ontario K9J 7B1 Telephone (705) 740-1208 Fax (705) 740-1243

# Ontario Ranger II

## **General Description**

Youth specialize in a program area of a ministry district office for nine weeks in the summer. Major program areas include forestry, fish and wildlife, and provincial parks.

## Eligibility

Former Ontario Rangers and Ontario Rangers II, between the ages of 17-24 years (29 years if disabled).

# Length

9 weeks in the summer.

### Remuneration

Ontario minimum wage.

## **Application Process**

Students may apply directly to as many ministry district offices as they wish. Forward a copy of the Ontario Ranger I or II Performance Appraisal and the Ontario Ranger II application to the district offices of interest by late March. For some positions, a phone interview will be required. Successful candidates will be notified by June 1.

### Contact

Youth Programs Officer Youth Programs Office Ministry of Natural Resources P.O. Box 6900 Peterborough, Ontario K9J 7B1 Telephone (705) 740-1208 Fax (705) 740-1243

## Secondary School Workplace Apprenticeship Program (SSWAP)

## **General Description**

This program permits a high school student to complete his or her Ontario Secondary School Diploma (OSSD) while training as a registered apprentice in the student's chosen trade.

# Eligibility

School boards are responsible for developing a School Workplace Apprenticeship program and having it approved by OTAB and the Ministry of Education and Training.

## Applicant must

- be in a school board with an approved program (55 boards province-wide);
- be 16 years of age;
- have completed grade 10 with a minimum of 14 credits;
- complete a minimum of three credits per year during the program.

# Length

2-5 years for total training program, of which 2-3 years are spent in SSWAP.

## Remuneration

Based on standard apprenticeship wage rates.

# **Application Process**

Contact an Apprenticeship and Client Services office. Call the OTAB Hotline at 1-800-387-5656 for the location of the nearest office or additional information.

# Social Services Employment Program (SSEP)

# **General Description**

The program is designed to help reduce dependence on social assistance and facilitate transition to self-sufficiency. It subsidizes 100% of participants' salary and benefits for the first six months of a one year placement. The employer must contribute during the second half of the year. Further, the program will also subsidize training to a maximum of \$500. Potential employers include: municipalities, district welfare boards, First Nation communities and incorporated non-profit community agencies.

# Eligibility

## Applicants must

- be an Ontario resident;
- be a Canadian citizen or permanent resident;
- be at risk of long-term dependence on social assistance;
- be ready to make the transition to employment; and
- not have participated in the program within the last three years.

**Note:** Clients of Vocational Rehabilitation Services are also eligible.

## Length

1 year.

#### Remuneration

Varies. Wages are set by the employer. OTAB fully subsidizes salary and benefits for the first six months. For the next six months, the Area/District Office and the employer negotiate a cost-sharing agreement.

## **Application Process**

Contact one of the District Offices in the table below or call the OTAB Hotline at 1-800-387-5656.

# **OTAB District Offices**

| District Office   | Employment Liaison<br>Officer                       | Address  |
|---|---|--|
| OTAB<br>SSEP/SEEP Programs  | Beverly Shukyn<br>(416) 326-5904                    | OTAB - SSEP/SEEP<br>625 Church Street, 3rd Floor<br>Toronto, M4Y 2E8                           |
| CENTRAL<br>Toronto, Barrie,<br>Mississauga  | Soraya Mohammed<br>(416) 325-0696<br>1-800-233-2054 | Central District Office<br>101 Bloor St. W., 11th Floor<br>Toronto, M5S 1P7                    |
| CENTRAL WEST<br>Waterloo, Hamilton  | Brian Knight<br>(519) 885-0187<br>1-800-399-1586    | Central West District Office<br>285 Weber Street North<br>Waterloo, N2J 3H8                    |
| EAST<br>Ottawa  | Phyllis Bourne<br>(613) 562-6982                    | East District Office 1 Nicholas Street 7th Floor, Suite 710 Ottawa, K1N 7B7                    |
| NORTH EAST<br>North Bay, Sudbury,<br>Nipissing, Parry Sound,<br>Muskoka, Timiskaming,<br>Cochrane | Michele Dupuis<br>(705) 495-0674                    | North East District Office<br>1500 Fisher Street, 2nd Floor<br>North Bay, P1B 2H3              |
| NORTH WEST<br>Thunder Bay, Kenora, Sault<br>Ste. Marie, Rainy River,<br>Algoma, Sioux Lookout     | Will McGeagh<br>(807) 345-9934                      | North West District Office<br>28 Cumberland Street North,<br>3rd Floor<br>Thunder Bay, P7A 4K9 |
| SOUTH EAST<br>Kingston, Peterborough  | Charly Chiarelli<br>(613) 545-4536                  | South East District Office<br>1055 Princess Street<br>Kingston, K7L 5T3                        |
| WEST<br>Windsor, London   | Marilyn Levasseur<br>(519) 973-1394                 | West District Office<br>1427 Ouellette<br>Windsor, N9A 6V9                                     |

## Supports to Employment (STEP)

# **General Description**

Supports to Employment is aimed at people who receive a monthly cheque from either the General Welfare or Family Benefits programs. It enables recipients to move towards independence through employment while still receiving financial support through social assistance.

## Eligibility

# Applicant must

- be currently receiving General Welfare or Family Benefits; and
- be interested in pursuing employment opportunities.

## Contact

For more information, talk with your case worker.

### Student Venture Loan

# **General Description**

This program offers interest-free loans for students owning and operating independent summer businesses. Each year approximately 700 students receive Student Venture Loans, which is about 85% of applicants. The loans are arranged through Ontario's Ministry of Economic Development and Trade, the Royal Bank of Canada, and the Ontario Chamber of Commerce and its local members.

## **Eligibility**

## Applicant must

- be a Canadian citizen or have landed immigrant status;
- be a full-time student between the ages of 15 and 29 when the loan is issued, and be returning to high school, college or university full-time in the fall;
- if under age 18, have a guarantor acceptable to the Ministry of Economic Development and Trade and the Royal Bank of Canada;
- not be a current recipient of a Youth Venture Loan;
- operate the business in Ontario; and
- generate most of his or her revenue from April 1 to September 30.

### Length

The loan is interest-free April 1 to September 30.

#### Remuneration

Maximum loan is \$3,000.

### **Application Process**

Applications are available at college and university placement offices, high school guidance offices, Canada Employment Centres for Students, Business Banking Centres of the Royal Bank and local Chambers of Commerce. Following submission of the completed application, including a business plan, to the Royal Bank a meeting is scheduled to hear the candidate's presentation. Loans are made available after April 1 from the Royal Bank. Loan applications are accepted until mid-June.

#### Contact

For more information, contact the JobsOntario Summer Employment Information Line at 1-800-387-0777 or the Ministry of Economic Development and Trade at (416) 326-5820.

## **Summer Experience Program**

## **General Description**

This summer employment program places young people in the Ontario public service, associated agencies and community organizations. Summer Experience jobs are available in a wide variety of areas including: business and office administration; agriculture; health; forestry; and administration of justice and law enforcement. Over 4,000 youth participate each summer.

## Eligibility

Ontario residents between 15 and 24 years of age (or 29 years if disabled).

## Length

6 - 18 weeks.

### Remuneration

Ontario minimum wage.

# **Application Process**

Organizations must submit training proposals to the Operations and Ministry Support Branch of the Management Board.

A brochure listing all ministries, agencies and organizations offering employment is available at college and university placement offices, high school guidance offices, Canada Employment Centres and MPP's offices. Apply directly to the sponsoring Ministry.

### Contact

Program Funds Coordinator
Funds Management
Operations and Ministry Support Division
Management Board Secretariat
11th Floor, 252 Bloor Street West
Toronto, Ontario
M5S 1V5
Telephone (416) 325-0260
Fax (416) 325-0077.

# Summer and Part-time Employment Experience Program

## **General Description**

This program places social assistance recipients in non-profit community and social service groups during the summer and school year. Its goal is to prepare young people for work and enable them to gain valuable on-the-job experience. Further, the program hopes to break the family cycle of dependence on social assistance; encourage students to stay in school; decrease addictions and involvement with corrections; and provide additional family income. In fiscal year 1993-1994, the program had 3,838 clients. For further information, contact the Ontario Training and Adjustment Board Hotline at 1-800-387-5656.

## Eligibility

## Applicant must

- be a full-time high school student between the ages of 14 and 21;
- be an Ontario resident;
- be a Canadian citizen or permanent resident; and
- be either a dependant of someone on social assistance, a Crown Ward or a student recipient of social assistance.

## Employers must

• be municipalities, District Welfare Bands, First Nation communities or incorporated non-profit community agencies.

#### Length

Full-time employment for up to 12 weeks in the summer and part-time employment for up to 10 hours per week in the fall and winter.

#### Remuneration

Ontario minimum wage (may be supplemented by employer).

### **Application Process**

Apply at a local Youth Employment Counselling Centre or district OTAB office (see Table above).

## Contact

## Summer Experience in the Trades (SET)

## **General Description**

This program provides grants of up to \$1,000 to employers hiring students during the summer to work in skilled occupations. By exposing young people to skilled trades, it is hoped that more young people will pursue these careers after graduation. In fiscal year 1992-1993, 490 students were hired. For further information, contact the Ontario Training and Adjustment Board Hotline at 1-800-387-5656.

## Eligibility

Applicant must be a full-time high school student. Although there are no age restrictions, SET is targeted at younger high school students (grade 9 to grade 11). Employers must own or operate a business in Ontario.

## Length

6-8 weeks (June to September).

#### Remuneration

The employer determines the student's salary.

## **Application Process**

Students apply through selected colleges and Youth Employment Counselling Centres (YECC). Businesses apply through Apprenticeship and Client Services offices. Students and businesses should contact the Ontario Training and Adjustment Board Hotline at 1-800-387-5656 to determine the location of the nearest office.

#### Contact

### **Transitions**

## **General Description**

Transitions provides training credits and vocational counselling to laid-off older workers. The objective is to assist these workers to take training that will improve their chances of finding a new job. Clients may opt to use credits at training institutions, such as registered private vocational schools, or with a new employer willing to hire and train the participant.

# Eligibility

#### Client must

- be 45 years of age or over;
- be a resident of Ontario;
- be on notice of lay-off or have been laid off during the last six months from an Ontario company due to shortage of work, business reorganization, bankruptcy, plant relocation, or failure of a self-employed business; and
- never have received Transitions funding previously.

**Note:** The credit is not available to those who leave a permanent job due to illness, poor performance or were in seasonal work, contract positions or temporary assignments.

## Length

Credit is to be used within two years.

#### Remuneration

OTAB provides up to \$4,500 as a training credit.

## **Application Process**

The program is delivered by 27 community agencies. For information and locations, telephone the Ontario Training and Adjustment Board Hotline (1-800-387-5656).

#### Contact

# FEDERAL EMPLOYMENT PROGRAMS

## **BANK OF CANADA**

# **Summer Student Hiring Program**

# **General Description**

The Bank of Canada hires 40-60 students a year, from a variety of academic backgrounds, for summer positions in regional offices and in the Bank's headquarters in Ottawa.

## Eligibility

## Applicant must

• be a high school, college or university student returning to full-time studies in the fall.

## Length

Work periods vary, but occur between late April and mid-September.

### Remuneration

Most positions pay \$250 to \$300 weekly.

## **Application Process**

Students should submit a resume to the Bank of Canada Headquarters or regional offices (for a list of regional offices, telephone the Bank of Canada at (613) 782-8137).

#### Contact

Manager Staffing
Human Resources Department
Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9
Telephone (613) 782-7562
Fax (613) 782-8222

## **CANADA COUNCIL**

# **Touring Office Programs**

# **General Description**

There are a variety of programs offered by the Touring Office in various disciplines. These programs have different eligibility requirements, goals, durations and remuneration. Listed below are brief outlines of the touring office programs.

# **Touring Office Programs**

| Program Name                                  | Description   | Contact  |
|---|---|--|
| Theatre, Music<br>and Dance<br>Touring Grants | Enables artists and companies to tour the country   | Theatre: Roget Gaudet<br>(613) 566-4395<br>Music: Micheline Lesage<br>(613) 566-4396<br>Dance: Lyne Lanthier<br>(613) 566-4395 |
| Apprenticeship<br>Program                     | Enables individuals pursuing a career in the arts to gain experience with professionals. The maximum value of a 12 month grant is \$15,000.   | Lyne Lanthier<br>Apprenticeship Program<br>Officer<br>(613) 566-4395   |
| Seed Program                                  | Designed to encourage artists' managers and agents to develop the careers of artists in the fields of Jazz, Folk and World music. The grant is valued at up to \$7,000 for up to three years.   | Gary Cristall (613) 566-4396   |
| Career<br>Development<br>Grants               | The program is intended primarily for emerging professional soloists (singers and instrumentalists) and chamber ensembles working the area of classical music of any world culture who demonstrate the capacity for an international career. The maximum value of this grant is \$25,000 for up to three years. | Micheline Lesage<br>Music Officer<br>(613) 566-4396  |
| Incentive Grants                              | Designed to encourage artists' managers to contribute to career planning on behalf of Canadian artists in the field of classical music. The maximum value of this grant is \$50,000 per year.   | Micheline Lesage<br>(613) 566-4396   |
| International<br>Program                      | Offers assistance to encourage and support tours of foreign professional theatre, music and dance artists and companies in Canada.  | Theatre: Roget Gaudet<br>(613) 566-4395<br>Music: Micheline Lesage<br>(613) 566-4396<br>Dance: Lyne Lanthier<br>(613) 566-4395 |

# **Application Process**

Contact the Canada Council at 1-800-263-5585 for an application.

## Contact

Coordinator, Information Sector The Canada Council Touring Office 350 Albert Street P.O. Box 1047 Ottawa, Ontario K1P 5V8 Telephone (613) 566-4392 Fax (613) 566-4404

## **Outreach Program**

## **General Description**

The Outreach Program is an umbrella program comprised of four components: Contact Assistance, Pre-Tour Assistance, Travel Assistance for Presenters, and Networking Initiatives for Artists/Presenters. The eligibility requirements, remuneration, length and conditions vary with each component of the program. A brief outline of each program is provided below. Further details are available from the Touring Office.

# **Outreach Program Components Description**

| Program Component                                 | Description   |
|---|---|
| Contact Assistance Component                      | Designed to assist in the development of performance opportunities for Canadian artists eligible for Canada Council support. It is also intended to complement the market development efforts of contact organizers throughout Canada. The component is broken into two categories: travel assistance for Showcasing Artists; and Travel assistance for Managers, Agents and/or Artists' Representatives. |
| Pre-Tour Assistance                               | Available to artists' managers, company representatives and artists who wish to meet with presenters in advance of a tour in order to book additional tour dates or confirm tentative dates. Maximum value: \$2,000.  |
| Travel Assistance for Presenters<br>Component     | This component assists Canadian presenters in programming and marketing Canadian artists on tour. The presenters must be non-profit. Maximum value: \$2,000 per annum.  |
| Networking Initiatives for Artists and Presenters | The touring office will present workshops for community and professional presenters and artists' representatives across Canada. There is a small registration fee.  |

# **Application Process**

Contact the Canada Council at 1-800-263-5585 for further details. There is no application for these programs, rather a letter must be submitted outlining certain information depending upon the component requested.

#### Contact

Canada Council Touring Office 350 Albert Street P.O. Box 1047 Ottawa, Ontario K1P 5V8 Telephone (613) 566-4397

#### **Grants to Artists**

## **General Description**

The Canada Council offers five grant programs to Canadian artists: Arts Grants "A", Arts Grants "B", Explorations Grants, Travel Grants and Short-Term Grants. Over 4,500 grant applications were assessed in fiscal year 1991-1992; fewer than 20% were approved. Only one Grant "A" or "B" can be applied for per 12 month period. Another grant that is not a Grant "A" or "B" may, however, be applied for in the same 12 month period. Applications are evaluated on the basis of artistic merit determined by peer evaluation. This involves a jury of specialists in a particular field evaluating the application.

### Arts Grants "A"

Professionally recognized artists may be eligible for grants of up to \$31,000 to cover living and travel expenses and project costs. Because of their higher material costs, artists working in the visual arts, video, interdisciplinary work, performance work and photography qualify for up to \$39,000. The grant is for 4-12 months. Dance artists grants are from 2 weeks to 12 months.

### Arts Grants "B"

Artists who have just completed basic training may be eligible for grants of up to \$17,000 to cover living and travel expenses and project costs. The grant is for 4-12 months.

## • Explorations Grants

Given to individuals working on unconventional artistic projects, such as cross-disciplinary work.

#### Travel Grants

Given to enable artists to travel on occasions important to their career.

### • Short-Term Grants

Up to \$4,000 is available to artists who qualify for either Arts Grants "A" or "B" but intend to complete a shorter-term project. An additional \$2,800 is available for travel.

## Eligibility

- Applicant must be a Canadian citizen or a permanent resident.
- have specialized training in the field (not necessarily in an academic institution);

- be recognized by other artists in the field; and
- have a history of public presentation.

**Note:** These criteria have some exceptions depending on the discipline. To determine if eligible, contact the appropriate person from the table below.

# **Application Process**

Contact the Canada Council at 1-800-263-5585 for an application. Applications are reviewed by an arts jury of three to five members. There are approximately 90 juries annually. Explorations grant proposals are reviewed by one of six regional juries.

## Contact

## **Canada Council Contact List**

| FIELD                                      | CONTACT PERSON  |
|--|---|
| Architecture                               | Jacques Doyon (613) 566-4304                                      |
| Criticism and Curating                     | Myriam Merette (613) 566-4322                                     |
| Dance                                      | Richard Rutherford (613) 566-4315                                 |
| Film                                       | Anne-Marie Hogue (613) 566-4318                                   |
| Interdisciplinary Work and Performance Art | Anne-Marie Hogue (613) 566-4318                                   |
| Music                                      | Helene Bellemare (613) 566-4316, or<br>Rene Lavoie (613) 566-4317 |
| Photography                                | Jacques Doyon (613) 566-4304, or<br>Myriam Mérette (613) 566-4322 |
| Theatre (Including Playwrights)            | Robert Allen (613) 566-4314                                       |
| Video                                      | Anne Marie Hogue (613) 566-4318                                   |
| Visual Arts                                | Myriam Merette (613) 566-4322, or Robert Allen (613) 566-4314     |
| Writing                                    | Robert Richard (613) 566-4319                                     |

## DEPARTMENT OF CANADIAN HERITAGE

## Arts Apprenticeship

## **General Description**

This program funds minority artists to apprentice with individuals, institutions and companies in the arts industry. In 1992, program funding of \$400,000 led to 33 candidates being sponsored.

## **Eligibility**

Eligible organizations include

- non-profit organizations or companies;
- private sector companies;
- municipal and provincial governments; and
- individuals who will serve as trainers.

Apprenticeship candidate must

- be an artist or arts administrator with academic or work experience in the arts;
- be from a visible, ethnocultural or Aboriginal minority; and
- be a Canadian citizen or permanent resident.

## Length

Up to 10 months.

#### Remuneration

The Department of Canadian Heritage funds up to two-thirds of the apprentice's salary and benefits to a maximum of \$1,500 per month.

## **Application Process**

An organization or individual trainer may receive a program application by telephoning the Arts Apprenticeship Program at (819) 953-9385. For advice on a potential project, contact a Program Officer. The Arts Apprenticeship program does not include a matching function; thus, an organization or individual trainer must submit an apprenticeship proposal, which may be made with or without a candidate, and which includes time frames, job description, training component, letters of reference for the

individual trainer or organization and the candidate (if included in the proposal) and, if necessary, a recruitment and selection plan. Program applications are reviewed once a year by an external panel. Individuals may market the program to potential trainers and organizations.

### Contact

Arts Apprenticeship Component Heritage Cultures and Languages Program Department of Canadian Heritage Ottawa, Ontario K1A 0M5 Telephone (819) 994-5657 Fax (819) 953-9228

## **Summer Student Employment Project**

## **General Description**

This program will provide employment in the Department of Canadian Heritage for 20 Aboriginal and visible minority students across Canada. The program is a continuation/replacement of the Employment Project for Students with Disabilities and Aboriginal Students which was jointly run by the Department of Canadian Heritage and Environment Canada. Environment Canada has decided not to continue participating in the program. Since this program has just received funding approval, program guidelines have not yet been created.

#### Remuneration

The Department of Canadian Heritage is projecting that total salary costs for 20 summer students will amount to approximately \$230,000.

## **Application Process**

For more information contact the person listed in the contact section.

#### **Contact**

Special Projects Coordinator Human Resources Branch 15 Eddy Street 8th Floor Hull, Quebec K1A 0C9 Telephone (819) 994-0895 Fax (819) 994-0673

#### DEPARTMENT OF FOREIGN AFFAIRS

## **Working Holiday Programs**

#### **General Description**

Due to the large number of programs offered, they have been broken down into a tabular format. The eligibility requirements listed are generic and are different for each program. Interest in the area of foreign placements is high, so a list of non-governmental opportunities is also listed. The information contained in this section came from the booklet *International Youth Exchange Programs* which is put out by the Department of Foreign Affairs and International Trade. A copy of the booklet can be obtained from the contact listed below. Most government-sponsored programs require the individual to find his or her own employment.

#### Eligibility

#### Applicant must

- be a Canadian citizen;
- be 18 to 30 years of age (France will accept individuals up to 35 years of age);
- possess language skills relevant to the foreign placement; and
- be registered at or a recent graduate of a university, technical institute, community college or CEGEP.

#### Length

Usually between 3 months to a year, but some placements can last up to two years.

#### Remuneration

Wages paid by the employer will correspond to rates for the occupation and region. In most cases, Participants are responsible for all travel costs.

#### Contact

Program Officer
Youth and Personalities Exchange Section
Academic Relations Division
Department of Foreign Affairs
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
Fax (613) 992-5965

# Working Holiday Programs

| Program   | Address  |
|---|--|
| Australia Working Holiday<br>Program                  | Australia Consulate General 175 Bloor Street East Suite 314, 3rd Floor Toronto, Ontario M4W 3R8 Telephone (416) 323-1155, Fax (416) 323-3910           |
| Canada-Germany Student<br>Working Holiday Program     | Consulate General of the Federal Republic of Germany<br>77 Admiral Road<br>Toronto, Ontario<br>M5R 2L4<br>Telephone (416) 925-2813, Fax (416) 925-2818 |
| Canada-Ireland Working Holiday<br>Program             | Embassy of Ireland<br>170 Metcalfe Street<br>Ottawa, Ontario<br>K2P 1P3<br>Telephone (613) 233-6281, Fax (613) 233-5835                                |
| Canada-Japan Working Holiday<br>Program               | Consulate General of Japan Toronto-Dominion Bank Tower Suite 2702, P.O. Box 10 Toronto, Ontario M5K 1A1 Telephone (416) 363-7038, Fax (416) 367-9392   |
| Canada-Netherlands Student<br>Working Holiday Program | Stichting Uitwisseling Attention: Joyce M. Horne 88 Hummingbird Crescent Nepean, Ontario K2J 3A1 Telephone (613) 823-6326, Fax (613) 825-2082          |
| Canada-New Zealand Working<br>Holiday Program         | New Zealand High Commission Metropolitan House 99 Bank Street, Suite 727 Ottawa, Ontario K1P 6G3 Telephone (613) 238-5991, Fax (613) 238-5707          |
| Canada-Sweden Working Holiday<br>Program              | Consulate General of Sweden 2 Bloor Street West, Suite 1504 Toronto, Ontario M4W 3E5 Telephone (416) 963-8768, Fax (416) 923-8809                      |
| United Kingdom Working Holiday<br>Program             | Consulate General of Great Britain 77 Bay Street, Suite 1910 College Park Toronto, Ontario M5G 2G2 Telephone (416) 593-1267, Fax (416) 593-1229        |

# Workers Exchange Program

| Program  | Address  | Notes   |
|--|--|---|
| Canada-Finland<br>Career Development<br>Exchange Program | Youth and Personalities Exchange Section (IKRE) Department of External Affairs 125 Sussex Drive Ottawa, Ontario K1A 0G2 Telephone (613) 992-6142, Fax (613) 992-5965 | Focuses on placing architecture, engineering, forestry and urban planning graduates.  |
| Canada-France<br>Young Workers<br>Exchange Program       | Youth and Personalities Exchange Section (IKRE) Department of External Affairs 125 Sussex Drive Ottawa, Ontario K1A 0G2 Telephone (613) 992-6142, Fax (613) 992-5965 | Focuses on placing graduates in their area of expertise with the possibility of improving their skills.   |
| Canada-Germany<br>Young Workers<br>Exchange Program      | Youth and Personalities Exchange Section (IKRE) Department of External Affairs 125 Sussex Drive Ottawa, Ontario K1A 0G2 Telephone (613) 992-6142, Fax (613) 992-5965 | Focuses on placing graduates from the fields of industry, commerce, science and technology.   |
| Canada-Netherlands<br>Young Workers<br>Exchange Program  | Youth and Personalities Exchange Section (IKRE) Department of External Affairs 125 Sussex Drive Ottawa, Ontario K1A 0G2 Telephone (613) 992-6142, Fax (613) 992-5965 | Focuses on placing agricultural/horticultural workers with farms or companies.  |
| Canada-Switzerland<br>Young Trainee<br>Exchange Program  | Youth and Personalities Exchange Section (IKRE) Department of External Affairs 125 Sussex Drive Ottawa, Ontario K1A 0G2 Telephone (613) 992-6142, Fax (613) 992-5965 | Focuses on placing graduates from the fields of hotel and restaurant administration, health and banking. For a position in other fields, the participant must locate his or her own position. |
| The Japan Exchange<br>and Teaching (JET)<br>Program      | Consulate General of Japan<br>Toronto-Dominion Bank Tower<br>Suite 2702, P.O. Box 10<br>Toronto, Ontario<br>M5K 1A1<br>Telephone (416) 363-7038, Fax (416) 367-9392  | Applicants are placed by the Japanese government in either local governments or state-run schools/board of education for a one-year contract.   |

# Non-Governmental Organizations

| Organization   | Program  | Address   |
|--|--|---|
| AFS Interculture<br>Canada                                       | International learning exchanges   | AFS Interculture Canada<br>1231 St. Catherine Street West, Suite 505<br>Montreal, Quebec<br>H3G 1P5<br>Telephone (514) 288-3282, Fax (514) 843-9119 |
| Canada World<br>Youth (CWY)                                      | International<br>exchanges and work<br>experience for<br>Canadian youth.   | Ontario Regional Office<br>386 Bloor Street West, 2nd Floor<br>Toronto, Ontario<br>M5S 1X4<br>Telephone (416) 922-0776, Fax (416) 922-3721          |
| Canadian Association of University Teachers of German            | German work<br>experience, mainly in<br>the hotel and<br>restaurant industry.  | Department of Germanic and Slavic Studies Brock University St. Catherines, Ontario L2S 3A1 Telephone (905) 688-5550 ext 3312                        |
| Canadian Bureau<br>of International<br>Education                 | The International Workcamps Program coordinates volunteer work in community projects (over 20 countries).                                      | 85 Albert Street Ottawa, Ontario K1P 6A4 Telephone (613) 237-4820   |
| Canadian<br>Crossroads<br>International                          | Volunteer work on self-help development projects in less developed countries.  | National Office<br>31 Madison Avenue<br>Toronto, Ontario<br>M5R 2S2<br>Telephone (416) 967-0801, Fax (416) 967-0801                                 |
| Canadian<br>Federation of<br>Students                            | The Student Work Abroad Program (SWAP) enables university and college students to work in 11 countries in Europe, the Pacific Rim and the U.S. | Contact a local Travel Cuts office.   |
| Canadian<br>Federation of<br>Students                            | The Volunteer<br>Abroad enables<br>students to volunteer<br>in over 20 countries.  | CFS - Services<br>243 College Street, 5th Floor<br>Toronto, Ontario<br>M5T 2Y1<br>Telephone (416) 977-3703, Fax (416) 977-4796                      |
| Canadian Federation of Chefs and Cooks Culinary Exchange Program | Work experience for<br>members of the<br>Canadian Federation<br>of Chefs and Cooks<br>in a foreign country.                                    | c/o Connie Patterson West Credit Secondary School 66325 Montevideo Road Mississauga, Ontario L5N 2P8 Telephone (905) 858-3087, Fax (905) 858-0914   |

| Organization  | Program  | Address  |
|---|--|--|
| Echanges "GO"   | Provides an opportunity to acquire new skills in a foreign country.  | 3140 Boisclair Street<br>Brossard, Quebec<br>J4Z 2C2<br>Telephone (514) 462-0547, Fax (514) 656-8815                                     |
| International Agricultural Exchange Association                             | International exchanges and work experience in agriculture for Canadian youth.   | 1501-17 Avenue S.W. Suite 206<br>Calgary, Alberta<br>T2T 0E2<br>Telephone (403) 244-1814, Fax (403) 228-1369                             |
| International Association for Exchange of Students for Technical Experience | Work experience in one of 65 member countries for students in engineering, science or related technical field.                     | P.O. Box 1473 Kingston, Ontario K7L 5C7 Telephone (613) 549-2243, Fax (613) 545-6869   |
| International Association for Students of Economics and Commerce (AIESEC)   | Arranges employment for students studying economics, accounting, marketing, finance, business or computer science in 74 countries. | 8 King Street East<br>Suite 208<br>Toronto, Ontario<br>M5C 1B6<br>Telephone (416) 368-1001, Fax (416) 368-4490                           |
| International<br>Rural Exchange<br>(IRE)                                    | Provides Work-Study programs in the area of agriculture and horticulture.  | Ruth Giesbrecht<br>104-701 Crescent Road East<br>Portage La Prairie, Manitoba<br>R1N 0Y2<br>Telephone (204) 239-1601, Fax (204) 239-1601 |
| Office Franco-<br>Québécois Pour<br>La Jeunesse                             | Young Canadians<br>work in France for 6-<br>12 months.   | 1214 de la Montagne Street<br>Montreal, Quebec<br>H3G 1Z1<br>Telephone (514) 873-4255  |
| World University<br>Service of<br>Canada                                    | The organization manages overseas development programs in 29 countries.  | P.O. Box 3000<br>Station C<br>Ottawa, Ontario<br>K1Y 4M8<br>Telephone (613) 725-3121   |

## Foreign Service Officer Program

## **General Description**

This program recruits individuals into the Canadian Foreign Service, which operates Canadian diplomatic offices in more than 80 countries. Successful candidates work on a rotational basis in Ottawa and in Canadian diplomatic posts abroad. Normally, more than 3,000 individuals compete annually for fewer than 100 positions. The number of positions available will vary each year.

Most candidates are drawn from the academic fields of business administration, economics, engineering, history, international relations and political science.

## Eligibility

## Applicant must

- have Canadian citizenship;
- have a bachelor's degree;
- be proficient in both of Canada's official languages or be able to reach the required level of bilingualism within two years of being hired.

**Note:** At present there is an emphasis on finding candidates who are proficient in: Arabic, Chinese, Japanese, Korean, Mandarin or Russian.

#### Length

Full-time position.

#### Remuneration

\$32,945 per annum.

#### **Application Process**

Individuals submit a general application form and write the Foreign Service Exam held in October at university campuses, federal government offices and Canadian diplomatic posts abroad. A selected number of candidates with the highest overall marks are interviewed.

## Contact

Department of Foreign Affairs Recruitment Services 125 Sussex Drive Ottawa, Ontario K1A 0G2 Telephone (613) 992-5241

## Young Workers Exchange Program

## **General Description**

The overseas programs listed in the following table are administered by the Department of Foreign Affairs. The Department forwards the application to the host government which carries out a job search for the candidate.

#### Eligibility

## Applicant must

- be a Canadian citizen:
- be 18 to 30 years of age;
- possess language skills relevant to the foreign placement; and
- be a graduate of a university, college, or technical institute.

## Length

Employment is normally for a maximum of 18 months.

#### Remuneration

Wages paid by the employer will correspond to ranges for the occupation and region. Participants are responsible for all travel costs.

#### Contact

Program Officer Youth and Personalities Exchange Section Academic Relations Division Department of Foreign Affairs 125 Sussex Drive Ottawa, Ontario K1A 0G2

# Young Workers Exchange Program

| Program   | Address  | Notes   |
|---|--|---|
| Canada-France<br>Young Workers<br>Exchange Program      | International Youth Exchange Programs Department of External Affairs 125 Sussex Drive Ottawa, Ontario K1A 0G2 Telephone (613) 992-6142, Fax (613) 992-5965 | Focuses on placing graduates from the fields of industry, commerce and science and technology.  |
| Finnish Career<br>Development<br>Exchange               | International Youth Exchange Programs Department of External Affairs 125 Sussex Drive Ottawa, Ontario K1A 0G2 Telephone (613) 992-6142, Fax (613) 992-5965 | Focuses on placing architecture, engineering, forestry and urban planning graduates.  |
| Canada-Germany<br>Young Workers<br>Exchange Program     | International Youth Exchange Programs Department of External Affairs 125 Sussex Drive Ottawa, Ontario K1A 0G2 Telephone (613) 992-6142, Fax (613) 992-5965 | Focuses on placing graduates from the fields of industry, commerce and science and technology.  |
| The Japan<br>Exchange and<br>Training Program           | Consulate General of Japan<br>Toronto-Dominion Bank Tower<br>Suite 2702, P.O. Box 10<br>Toronto, Ontario<br>M5K 1A1<br>Telephone (416) 363-7038            | Applicants are placed by the Japanese government in either local governments or state-run schools/board of education for a one-year contract. |
| Canada-Netherlands<br>Young Workers<br>Exchange Program | International Youth Exchange Programs Department of External Affairs 125 Sussex Drive Ottawa, Ontario K1A 0G2 Telephone (613) 992-6142, Fax (613) 992-5965 | Focuses on placing agricultural/horticultural/workers with farms or companies.  |
| Canada-Switzerland<br>Young Trainee<br>Exchange Program | International Youth Exchange Programs Department of External Affairs 125 Sussex Drive Ottawa, Ontario K1A 0G2 Telephone (613) 992-6142, Fax (613) 992-5965 | Focuses on placing graduates from the fields of hotel and restaurant administration, health and banking.                                      |

#### **HEALTH CANADA**

## National Health Research and Development Program (NHRDP)

## Description

The program's mission is to fund research and development which advances the understanding of, and effective response to, national health issues in support of the functions of the Department of National Health and Welfare. Like the other funding agencies (Medical Research Council (MRC), Social Sciences and Humanities Research Council (SSHRC) and Natural Sciences and Engineering Research Council (NSERC)) the NHRDP offers several programs. These programs are listed in a tabular format below. Usually a researcher must be affiliated with an institution, society or corporation. For further information on any of these programs, contact:

Information Officer
Extramural Research Programs Directorate
Health Canada
Ottawa, Ontario
K1A 1B4
Telephone (613) 954-8549
Fax (613) 954-7363

| Grant                                  | Description   | Application Deadline   |
|--|---|--|
| HIV/AIDS Initiative                    | The main goals of the National AIDS Strategy (NAS) phase II are: to stop the transmission of HIV; to search for effective vaccines, drugs and therapies; and to care for, treat, and support people infected with HIV, and support their caregivers, families and friends.                        | The two annual closing dates for submission of applications are March 15 and September 15. |
| M.Sc. Fellowships and Ph.D Fellowships | These fellowships are offered to provide support for highly qualified individuals who wish to undertake full-time training leading to an M.Sc. degree (or equivalent) or a Ph.D. degree (or equivalent) in one of a variety of research fields closely associated with population health inquiry. | Applications and supporting documentation must be submitted by February 15.                |
| National Health<br>Research Scholars   | This award is intended to afford exceptionally promising investigators with proven research abilities the freedom to pursue population-health research relevant to NHRDP missions on a full-time basis for a period of up to 5 years.   | Applications and supporting documentation must be submitted by July 31.                    |
| National Health<br>Scientists          | Designed to foster a high level of health research activity in Canada by providing acknowledged leaders in population-health enquiry the opportunity to pursue a full-time research career.   | Applications and supporting documentation must be submitted by July 31.                    |

| Grant  | Description  | Application Deadline  |
|--|--|---|
| Postdoctoral<br>Fellowships                                | Offered to highly qualified candidates who have completed all formal academic training and wish to acquire up to two years supervised research experience in an established health research setting. | Applications and supporting documentation must be submitted by July 31. |
| Research Training<br>Fellowship                            | NHRDP offers training fellowships to highly qualified individuals who wish to pursue a research career in population health or health services in Canada.  | Contact Council.  |
| Special Initiative<br>Tobacco Demand<br>Reduction Strategy | The objective of this initiative is to stimulate and focus public health research on the evaluation of tobacco reduction programs and their impact on the Canadian population.                       | April 30, 1995  |
| Visiting National Health<br>Scientists                     | Intended to keep Canadian health research centres abreast of developments in the international and domestic population-health research scene.  | Contact Council.  |

## **DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**

## **Direct Purchase Option**

## **General Description**

The objective of the program is to assist in the upgrading or acquisition of occupational skills. In 1993/94, 130,000 Ontario residents participated in the program.

## **Eligibility**

## Applicant must

- be at least 17 years old; and
- be out of school for at least one year.

## Length

Courses don't usually exceed 52 weeks. The maximum length is 156 weeks.

#### Remuneration

Cost of course will be paid for and a training allowance provided or Unemployment Insurance benefits will be continued.

## **Application Process**

Contact your local Canada Employment Centre.

#### Contact

4900 Yonge Street North York, Ontario M2N 6A8 Telephone (416) 954-7326 Fax (416) 954-7330

## Community Development Program, Job Development Projects

## **General Description**

As part of the Community Development Program, this program provides unemployed persons with training and/or work experience in local development projects. Job Development Projects cover training-related costs and wage subsidies for employers who manage projects. For further information, contact your local Canada Employment Centre.

## Eligibility

Client must be faced with major labour market problems and must be referred by Canada Employment Centre. Businesses, organizations, public health and education institutions, municipal governments and Aboriginal Band Councils are eligible employers.

## Length

Maximum 52 weeks.

#### Remuneration

Contribution to wages paid by employer of not more than \$7.50/hour and \$300/week per participant.

## **Application Process**

Apply at local Canada Employment Centre.

#### Contact

Manager
Project Based Programs
Ontario Region
Human Resources Development Canada
4900 Yonge Street, Suite 900
North York, Ontario
M2N 6A8
Telephone (416) 954-7335
Fax (416) 954-7282

## Community Development Program, Self-Employment Assistance

## **General Description**

Part of the Community Development Program and funded almost entirely by the Unemployment Insurance Fund, this program provides income and technical support to unemployed persons during the early stages of a new business. For further information, contact your local Canada Employment Centre.

## Eligibility

## Applicant must

• be either a UI claimant or be eligible for social assistance;

## Length

52-week period.

#### Remuneration

Individual receives weekly UI benefits or an allowance while setting up business. Those not entitled to UI benefits may receive training allowances.

## **Application Process**

Apply at local Canada Employment Centre.

#### **Contact**

Program Advisor
Ontario Region
Human Resources Development Canada
4900 Yonge Street, Suite 900
North York, Ontario
M2N 6A8
Telephone (416) 954-7174
Fax (416) 954-7200

# Community Development Program, Unemployment Insurance Job Creation Projects (Section 25)

## **General Description**

Under section 25 of the *Unemployment Insurance Act*, and administered as part of the Community Development Program, this program allows persons eligible for unemployment insurance benefits to receive benefits while gaining work experience. It is project-based and requires a minimum of three new employees. For further information, contact your local Canada Employment Centre.

## Eligibility

Clients must be unemployed workers who are either eligible to receive or are receiving UI benefits. Employers may be organizations, businesses, public health and educational institutions, municipal governments and Band Council or individuals.

#### Length

Maximum of 52 weeks and normally a minimum of 6 weeks.

#### Remuneration

Unemployment insurance benefits, which may be supplemented depending on the job. The employer may supplement this salary.

#### **Application Process**

Apply at local Canada Employment Centre.

#### **Contact**

Manager, Project Based Programs
Ontario Region
Human Resources Development Canada
4900 Yonge Street, Suite 900
North York, Ontario
M2N 6A8
Telephone (416) 954-7335
Fax (416) 954-7282

## Employability Improvement Program, Challenge, Native Internship Program

## **General Description**

Part of the Employability Improvement Program and under the Challenge component, the Native Internship Program places Aboriginal students for summer work in the federal Department of Human Resources Development. In 1993, 91 students were hired through the summer program and 23 students were hired through the year-round program. For further information, contact your local Canada Employment Centre.

## **Eligibility**

## Applicant must

- be legally entitled to work in Canada;
- be a full-time elementary, secondary, post-secondary, or vocational school student of Native ancestry and returning to studies in the fall.

## Length

Positions are for a maximum of 12 weeks.

## **Application Process**

Applications are available at Canada Employment Centres, Canada Employment Centres for Students, band offices, campus placement offices and Aboriginal Management Boards. The applications must be submitted to the nearest Public Service Commission office, whose address is on the form, by February 1.

#### Contact

Ontario Region Human Resources Development Canada 4900 Yonge Street, Suite 900 North York, Ontario M2N 6A8 Telephone (416) 954-7494 Fax (416) 954-7537

## Employability Improvement Program, Challenge, Student Business Loans

#### **General Description**

This program provides loans to students to set up their own businesses during the summer. Loans of up to \$3,000 are provided through the Federal Business Development Bank, the Royal Bank of Canada and the National Bank of Canada in Quebec. The interest-free loans are to be repaid in the fall.

#### Contact

For more information, contact a Canada Employment Centre.

Employability Improvement Program, Challenge, Summer Employment/Experience Development Program (SEED)

## **General Description**

Part of the Employability Improvement Program, SEED is a wage-subsidy program to stimulate employers from all sectors to create jobs for students. Challenge is a summer employment program for students and is normally handled through Canada Employment Centres for Students which open in late spring.

#### Eligibility

Applicants must be elementary, vocational school, secondary or post-secondary students, legally able to work in Canada and who have been registered full-time during the preceding academic year and who intend to continue studies full-time in the next academic year.

#### Length

6-18 weeks for usually not fewer than 30 hours per week. Placements begin in late June or early July for high school students, and in May for college and university students.

#### Remuneration

Contributions may be as follows:

Private Sector:

up to \$2.50 an hour

Public Sector:

up to \$4.25 an hour

Not-for-Profit:

up to the applicable provincial/territorial minimum wage rate

(also may be eligible to receive a contribution towards mandatory employment related costs and overhead).

## **Application Process**

Applications and further information may be obtained from Canada Employment Centres and Canada Employment Centres for Students.

## **Employability Improvement Program, Job Opportunities**

## **General Description**

This program is client driven and its objective is to provide continuing employment to clients who are experiencing serious labour market barriers. Jobs should be in areas of occupational or industrial demand and provide transferable skills. Selection for this program is based on client motivation, job readiness, and how the program can contribute to obtaining suitable employment.

## **Eligibility**

Employers: For profit and not-for-profit employers, municipal governments and

Band Councils.

Employees: Clients facing serious labour market difficulties, legally entitled to work

in Canada and not legally required to attended school.

## Length

Duration is determined by client need: most agreements run between 12 and 30 weeks. Exceptional circumstances may go to 52 weeks.

#### Remuneration

Program provides up to 60% of wages to maximum of \$7.50 per hour/\$300 per week. For clients facing severe employment barriers, the program provides up to 100% of wages to a maximum of \$7.50 per hour/\$300 per week, where there is a reasonable likelihood of meeting the continuing employment objective.

## **Application Process**

Eligibility of participants is determined by counsellors at a Canada Employment Centre. Thus, individuals and employers should contact their local centres. Individuals may market the program to prospective employers.

#### Contact

For more information, contact your local CEC.

#### Employability Improvement Program, Mobility Assistance

#### **General Description**

Mobility Assistance provides financial assistance to enable individuals to look for employment in a different area from where they currently live.

#### Eligibility

## Applicant must

- face serious difficulty finding and keeping suitable employment locally. (For example, individuals whose skills are no longer in demand locally.)
- be currently unemployed or about to become unemployed.

Note: Depending on the type of job and location, other conditions may apply.

#### Remuneration

There are two types of assistance:

- Relocation Assistance covers the cost of moving the individual, his/her dependents and household effects to a new location. The amount payable may be up to \$5,000 (\$7,500 in Northern Canada), based on the number of dependents and the distance to be travelled.
- Travel Assistance covers the costs of job searches, house hunting or temporary employment (including seasonal agriculture work) in other localities. Travel Assistance can also cover the following expenses: mileage, public transportation, overnight accommodation and meal allowances.

#### Contact

For more information, contact a local Canada Employment Centre.

#### **Employability Improvement Program, Project-Based Training**

#### **General Description**

As part of the Employability Improvement Program, this program provides clients with classroom and on-the-job training. Training institutions provide classroom training and employers provide on-the-job training. This program will be of interest to those who would like to learn new techniques for seeking and finding a job, want to upgrade education levels or learn new work skills. Training is available in the following areas: technical skills, life skills or interpersonal skills. For further information, contact your local Canada Employment Centre.

## Eligibility

Client must be at risk of long term unemployment or recurring unemployment.

## Length

16 to 52 weeks.

#### Remuneration

Unemployment insurance (UI) recipients may continue to receive assistance. Project participants who are not eligible for UI may receive a training allowance. Participants may also qualify for supplementary allowances if they are taking a course which requires them to live away from home or seek day care for a dependant or spouse.

## **Application Process**

Training institutions and employers are responsible for designing training projects. Clients are either recruited directly by the institution or employer, or are referred to them by a Canada Employment Centre.

#### Contact

Your local Canada Employment Centre.

#### **ON-SITE**

## **General Description**

The purpose of ON-SITE is to provide unemployed professionals with positions in companies, institutions or municipalities. Participants could assist the employer achieve goals in the areas of: environmental management, reduction of solid waste, management of hazardous waste, energy management, health and safety, or ISO 9000 certification. Participants in the program receive practical work experience in their respective fields. In addition participants also receive technical support, which includes a professional development seminar and technical reference/referral service. After their work term, approximately 20% of participants have been hired permanently by the sponsoring employer and an additional 40% found work due to the experience acquired. Once accepted into the ON-SITE program, participants will be contacted every time a resumé is sent to a potential employer. The program is funded by Human Resources Development Canada and is run by Energy Pathways Inc.

## Eligibility

## Applicant must

- have a degree or diploma in science, engineering or environmental studies;
- be a Canadian citizen or a permanent resident; and
- be on Unemployment Insurance.

#### Length

Up to 26 weeks.

#### Remuneration

Individual receives maximum Unemployment Insurance benefits regardless of previous salary. If an individual was already receiving maximum benefits, then there will be no additional financial incentive to participate.

#### **Application Process**

Contact ON-SITE for an application form.

#### Contact

Project Coordinator 250 The Esplanade, Suite 305 Toronto, Ontario M5A 1J2 Telephone (416) 360-1323 Fax (416) 360-1706

## Youth Internship Program (YIP)

## **General Description**

This program is part of the federal government's Youth Employment and Learning Strategy to prepare young people for the workforce. It is a collaborative effort between Human Resources Development Canada, participating industries and educational institutions to provide an alternative for the 60% of high school graduates who do not pursue further education or training. The program's objective is to create entry-level training projects for jobs in emerging and expanding industries and to provide pathways for young people to ease the transition from school to work.

Projects have two training components: off-the-job and on-the-job. Internships are divided into three streams: school-based, community-based and sectoral.

- School-based stream. Educational institutions, in partnership with employers, will develop work/study programs that reflect employment trends in emerging and growing sectors. Participation in the program will provide young people with greater opportunities for employment or post-secondary education.
- Community-based stream. Entry-level training/work experience projects will be run by private- and public-sector associations, non-governmental organizations and educational and training institutions.
- Sectoral stream. Funding is provided to Sector Councils, which represent both employer and worker interests. Sector Councils co-ordinate projects funded by the private sector and Human Resources Development Canada through Labour Market Services.

Note: The following applies to the school-based and community-based streams only.

#### Eligibility

#### Participants must

- be between the ages of 15 and 24.
- need vocational/technical training or work experience to get entry-level jobs or to proceed to further education and training.

#### **Application Process**

Project coordinators are responsible for signing up participants. Projects may be advertised through Canada Employment Centres or local newspapers in those areas where projects are taking place.

#### Contact

For further information, contact a local Canada Employment Centre.

## Youth Service Canada (YSC)

## **General Description**

This program is part of the federal government's Youth Employment and Learning Strategy to address unemployment among out-of-school young people 18 to 24 years of age. Youth Service Canada projects:

- focus on work experience and skills development
- are community-based, last normally six to nine months and pay participants a weekly stipend and completion bonus
- will expose young people to: personal growth, community development and learning, entrepreneurship, sustainable development and environmental work.

## Eligibility

## Participants must

- be Canadian citizens or permanent residents;
- be between the ages of 18 and 24; and
- be out of work and out of school.

Note: Young people on UI or social assistance are eligible. UI recipients will have to choose between YSC participation and remaining on UI benefits. Social assistance recipients will need to respect provincial policies and guidelines regarding income in addition to benefits.

#### **Application Process**

A list and description of YSC projects is sent to all Canada Employment Centres. If interested, contact the project coordinator. The project coordinator will select participants according to how a potential candidate's interests, skills and abilities fit the project activities.

#### Contact

For more information, contact a Canada Employment Centre.

#### **INDUSTRY CANADA**

## Aboriginal Business Canada (ABC)

## **General Description**

This program provides financial support to Native persons and organizations operating a business. Funding is available for all phases of the business cycle including planning, feasibility studies, start-up costs, infrastructure and marketing; 233 clients were funded in 1992 and the number has been increasing.

## Eligibility

Individuals must

• be status Indian, non-status Indian, Métis or Inuit.

Organizations must

• be majority-owned and controlled by Aboriginal people.

## Length

Varies

#### Remuneration

To qualify, candidate or organization must make a cash equity contribution equalling 20% of the total project cost.

- Program funding of capital costs averages 30%-40% of total cost.
- Program funding of marketing costs averages 60% of total cost.
- Program funding of business plan costs averages 75% of total cost.

## **Application Process**

The Ontario Aboriginal Business Canada office provides business advice, and its representatives help clients access the Aboriginal Business Canada Program. The Ontario office reviews project proposals. Larger projects are reviewed by the federal office. For further information, telephone the Ontario office at (416) 973-8800.

#### Contact

Development Officer Aboriginal Business Canada Industry Canada 4th Floor, 1 Front Street West Toronto, Ontario M5J 1A4 Telephone (416) 973-8800 Fax (416) 973-2255

## MEDICAL RESEARCH COUNCIL OF CANADA (MRC)

#### MRC Grants and Awards

The Medical Research Council is funded by the federal government to: (a) promote, assist and undertake basic, applied and clinical research in Canada in the health sciences; and (b) advise the Minister with respect to such matters relating to such research as the Minister may refer to the Council for its consideration. These objectives are carried out by funding health research and research training, mainly in universities, health care institutes, and research institutes. In 1993, the MRC signalled its intent, with the publication of *Investing in Canada's Health*, to enlarge the scope of its activities beyond a biomedical and clinical focus. The council also offers partnership programs with numerous groups including: the National Health Research and Development Program (NHRDP), Natural Sciences and Engineering Research Council (NSERC), Social Sciences and Humanities Research Council (SSHRC), Canadian Lung Association and several foreign based organizations (Argentina, Brazil, China and France).

## **Eligibility**

Most programs require a Master's degree or PhD and research experience. Student's working on either Master's or PhD's may qualify for a Scholarship.

## **Application Process**

For further information on the Council and its programs request a copy of *Grants and Awards Guide*, a 128 page book outlining programs, criteria, contact addresses and phone numbers.

#### Contact

Medical Research Council of Canada Holland Cross, Tower B 5th Floor, 1600 Scott Street Ottawa, Ontario K1A 0W9 Telephone (613) 954-1382

#### DEPARTMENT OF NATIONAL DEFENCE

## **Defence Research Assistant Program**

## **General Description**

This program places university students either in one of the Department's five Defence Research Establishments (Halifax, Quebec, Ottawa, Toronto, Suffield) or in one of the Operational Research and Analysis Directorates in Ottawa. The number of participants has decreased over the past four summers: from 110 in 1991, to 75 in 1992, to 65 in 1993, to 46 in 1994. The number of participants will not, however, fall below 40. The object of this program is to assist students by providing relevant experience in their disciplines.

## Eligibility

## Applicant must

- be at least be in the third year of an honours program or be enrolled in a post-graduate program in the field for which they have applied;
- be returning to full-time studies in the fall;
- be majoring in one of the fields demanded. This information is attached to the application form. Areas of study that might by sought are: bacteriology, biochemistry, biology, chemistry, computer science, economics, engineering, immunology, international relations, mathematics, microbiology, operational research, pharmacology, physics, psychology or physiology;
- have a cumulative average of at least 80%; and
- be a Canadian citizen.

#### Length

May 1 to September 15.

#### Remuneration

Set by the Public Service Commission and depends on number of semesters completed.

#### **Application Process**

To obtain an application, contact either the university placement office or the Defence Research Assistant Program Recruiting Coordinator at (613) 995-8474. The application, including a university transcript and an FSSEP Public Service Commission Form, is due before November 15.

## Contact

Department of National Defence National Defence Headquarters Ottawa, Ontario K1A 0K2 Telephone (613) 995-8474 Fax (613) 996-4169

## **Headstart Program for Aboriginal Students**

## **General Description**

The Department of National Defence hires high school, college and university Aboriginal students from a variety of academic backgrounds for career-related summer employment. In the summer of 1993 there were 33 participants.

## Eligibility

## Applicant must

- be either Status Indian, Non-Status Indian, Métis or Inuit.
- be a full-time student enrolled in secondary, post-secondary or vocational school who is returning to school the following academic year.

## Length

Employment periods are of varying lengths, but will occur between April and September 15.

#### Remuneration

The salary schedule is set by the Public Service Commission under the conditions of the Challenge Program.

#### **Application Process**

Contact the nearest Canada Employment Centre or the Public Service Commission for more information and an application.

#### Contact

Civilian Human Resource Planning Department of National Defence National Defence Headquarters Ottawa, Ontario K1A 0K2 Telephone (613) 996-5667 Fax (613) 996-4670

#### NATIONAL LIBRARY OF CANADA

## Library Science (LS) Trainee Program

## **General Description**

The objective of the Program is to recruit and develop librarians in the Aboriginal target group for the National Library of Canada. Specifically, it is designed to:

- develop librarians in the Aboriginal target group for professional careers in the library field;
- provide the target group members with the opportunity to develop the skills required to pursue careers in a professional capacity in the Public Service; and
- provide a resource for the National Library to improve its representation of Aboriginal peoples in the library science field.

Successful applicants will alternate between school and work at the National Library of Canada. Upon obtaining an MLS/MLIS degree and after demonstrating satisfactory performance on the job, participants are appointed to a librarian position and subsequently receive training and development at the National Library of Canada.

Completion of the LS Trainee Program consists of:

- obtaining the MLS/MLIS degree within the time frame required by the university, normally over two academic years; and
- working as a professional librarian at the National Library, with a satisfactory performance, for not less than two months for every one month spent on the course of studies during the academic years or semesters at the university.

#### Eligibility

#### Applicant must:

- be either Inuit, Métis, Non-Status Indian or Status Indian;
- have, as a minimum, an undergraduate degree from a recognized university with a minimum B average; and
- meet the academic requirements for entrance into an MLS/MLIS program in a Canadian university.

#### Remuneration

Participants will, while attending school, receive:

- payment of an allowance in lieu of pay equivalent to 50% of salary at the SI-1 level;
- payment of university tuition fees and related academic expenses; and
- payment of travel costs at the beginning and end of the school year by the most economical means of transportation.

While on job-assignment, participants will receive full salary.

#### Contact

Chief, Human Resources
Management Services Branch
Personnel Services Division
344 Wellington St., Room 4152
West Memorial Bldg.
Ottawa, Ontario
K1A 0N3
Telephone (613) 995-4713
Fax (613) 992-6409

#### **DEPARTMENT OF NATURAL RESOURCES**

## Geological Survey of Canada Student Assistants Program

## **General Description**

The Geological Survey of Canada hires earth science students to work in Department offices and field locations during the summer. In 1993, 260 students were hired.

## Eligibility

## Applicant must

- be a full-time student at a university, college, CEGEP or technical institute; and
- be majoring in geology, physical geography, geochemistry, geophysics, computer science or other related disciplines.

## Length

Positions are for 12-16 weeks beginning in April or May.

#### Remuneration

Participants are paid according to the following scale:

| EDUCATI    | ON LEVEL   | PAY RATE                                   |
|------------|--|--|
| Ph.D.      |  | \$ 13.69                                   |
| Masters    |  | \$ 12.61                                   |
| University | <ul><li>5 years</li><li>4 years</li><li>3 years</li><li>2 years</li><li>1 year</li></ul> | \$12.30<br>11.63<br>11.02<br>10.14<br>8.75 |
| College    | - 3 years<br>- 2 years<br>- 1 year   | \$ 8.75<br>8.39<br>8.03                    |

## **Application Process**

Program applications are available at Public Service Commission Offices, Canada Employment Centres, University and College Campus Placement Offices or by telephoning the Geological Survey of Canada at (613) 992-4082. Along with the application, an FSSEP PSC form must be submitted to the Public Service Commission and a photocopy of the application must be submitted to one of the offices listed below by February 15 along with a resumé and most recent transcript:

| Geological Survey of Canada<br>Human Resources<br>601 Booth Street, Room 136<br>Ottawa, Ontario<br>K1A 0E8 | Atlantic Geoscience Centre Bedford Institute of Oceanography P.O. Box 1006 Dartmouth, Nova Scotia B2Y 4A2 | Institute of Sedimentary<br>and Petroleum Geology<br>3303-33rd Street N.W.<br>Calgary, Alberta<br>T2L 2A7 |
|--|---|---|
| Cordilleran Division<br>100 West Pender Street<br>Vancouver, B.C.<br>V6B 1R8                               | Pacific Geoscience Centre<br>P.O. Box 6000<br>9860 West Saanich Road<br>Sidney, B.C.<br>V8L 4B2           | Quebec Geoscience Centre<br>2700 Einstein Street<br>P.O. Box 7500<br>Ste-Foy, Quebec<br>G1V 4C7           |

#### Contact

Student Coordinators
Geological Survey of Canada
Department of Natural Resources
601 Booth Street, room 136
Ottawa, Ontario
K1A 0E8
Telephone (613) 992-4082
Telephone (613) 992-0290
Fax (613) 947-1831

## NATIONAL CAPITAL COMMISSION

## **Summer Hiring Program for Students**

## **General Description**

The National Capital Commission hires students for the summer. 247 and 275 students were hired respectively in 1993 and 1994. Positions include: general labourers responsible for park maintenance; tour guides; and assistants in administrative, computing and engineering sections. The tour guides are hired through a separate recruitment process. Posters are sent in early February to high schools, colleges, and universities and applications for the tour guide positions are available at a Canada Employment Centre.

## Eligibility

## Applicant must

- be 16 years of age or older;
- be a high school graduate;
- have attended school last year; and
- be applying to, or enrolled at, university or college on a full-time basis.

**Note:** Preference is given to the previous year's participants.

#### Length

Positions vary in length, but the majority are for the period of mid-May to August.

#### Remuneration

Students are paid according to Federal Summer Student Employment Program (FSSEP) rates which is based on the students year of study.

#### **Application Process**

Students are recruited mainly in April and May. Interested students should forward their resume by February 1 to the following address:

National Capital Commission Human Resources 40 Elgin Street Ottawa, Ontario K1P 1C7

A Public Service Commission form is not required for these positions.

#### Contact

Advisor, Student Programs Human Resources Branch National Capital Commission 40 Elgin Street Ottawa, Ontario K1P 1C7 Telephone (613) 239-5703 Fax (613) 239-5552

#### NATIONAL GALLERY OF CANADA

## **Summer Student Hiring Program**

# **General Description**

Students are hired in a variety of capacities to work for the summer in the National Gallery. In 1993, 43 students were hired.

#### Eligibility

# Applicant must

- be a high school, college, undergraduate/graduate university student;
- be returning to full-time study in the fall; and
- be a Canadian citizen or permanent resident.

## Length

Work periods average 16 weeks between late April and mid-September.

#### Remuneration

Wages per hour vary from \$8.50 to \$10.00 for college and university students.

## **Application Process**

Forward a resume to the Personnel Department of the National Gallery at the address listed under the contact section.

#### Contact

Human Resources Officer National Gallery of Canada 380 Sussex Drive P.O. Box 427 Station A Ottawa, Ontario K1N 9N4 Telephone (613) 990-4002 Fax (613) 990-2756

## NATIONAL RESEARCH COUNCIL OF CANADA (NRC)

## **Summer Employment Program**

# **General Description**

National Research Council Institutes across Canada hire university and college students for the summer. Most positions are for science or engineering students. Preference is given to senior students. Approximately 250 career and non-career related positions were available in 1993/4.

## Eligibility

# Applicant must

- be a full-time undergraduate/graduate college or university student returning to studies in the fall;
- have a minimum "B" average.
- be a Canadian citizen or permanent resident.

## Length

Maximum four months.

#### Remuneration

The hourly wage is based on the student's year of study. Salaries for career-related positions vary from \$368-\$496 per week and from \$329-\$404 for non-career related positions.

#### **Application Process**

Applications are available at university and college placement offices. Completed applications are due in mid-November. Selected candidates are interviewed on the telephone.

#### Contact

Recruitment Programs Officer
Human Resources Branch Recruitment Office
National Research Council of Canada
Building M58
Ottawa, Ontario
K1A 0R6
Telephone (613) 993-7937
Fax (613) 990-7669

# Women in Engineering and Science Program (WES)

## **General Description**

The objective of the WES program is to encourage women to pursue careers in math, physics, or engineering. Those accepted into the program will work in National Research Council laboratories and will be assigned a mentor.

## Eligibility

# Applicant must

- be a female Canadian citizen or permanent resident;
- be a full-time undergraduate/graduate college or university student returning to studies in the fall:
- be enrolled in a physics, engineering, or mathematics program;
- have completed first year of a university program or year two of a preuniversity CEGEP program;

## Length

Duration of degree program until graduation.

#### Remuneration

Successful applicants become part-time employees of the council and are paid bi-weekly starting in September. The salary is: \$10,300 in year one of the program; 12,360 in year two; and 15,450 in the final year.

# **Application Process**

Applications are available at university and college placement offices and from the National Research Council. Completed applications are due in April.

#### Contact

Recruitment Programs Officer
Human Resources Branch Recruitment Office
National Research Council of Canada
Building M58
Ottawa, Ontario
K1A 0R6
Telephone (613) 993-7937
Fax (613) 990-7669

#### NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL (NSERC)

#### Industrial Postgraduate Scholarships Program

#### **General Description**

There are 300 scholarships to be awarded between September 1994 and September 1996. The objective is to provide qualified science and engineering graduates with the ability to acquire a higher academic degree and training that will meet the needs of Canadian Industry. The program will be collaborated with the student's university through the Office of the Dean of Graduate Studies. The key objective is to provide students with experience in an industrial Research and Development setting.

#### Eligibility

# Applicant

- must be a Canadian citizen or permanent resident;
- must have an honours engineering or science undergraduate degree; and
- must be continuing studies above the bachelor's level in either science or engineering.

## Length

The program will run for two years.

#### Remuneration

The NSERC will contribute a stipend of \$12,500 per year for two years. The sponsoring company will contribute \$5,000 per year.

#### Contact

Industrial Research Fellowships Assistant
Natural Sciences and Engineering Research Council of Canada
350 Albert Street
Ottawa, Ontario
K1A 1H5
Telephone (613) 996-1900
Fax (613) 996-2589

## Industrial Research Fellowships

## **General Description**

Fellowships enable industrial organizations to hire recent doctoral graduates in the natural sciences or engineering for a two-year period in a research and development role; 98 awards are available in fiscal year 1994-1995.

## Eligibility

Program is intended for new doctoral graduates seeking employment in Canadian industry for the first time. Thus, preference is given to applicants who have had less than five years of work experience following completion of their degree. After two failed nominations, no further applications will be accepted from a candidate. A company is allowed only one resubmission for a particular project.

## Applicant must

- be a Canadian citizen or permanent resident;
- hold a doctoral degree in a discipline of engineering or science normally supported by the NSERC;
- not already be employed by the sponsoring company;
- have no previous industrial experience after receipt of the doctoral degree; and
- wait one year before resubmitting an application after being rejected.

## Company must

- be incorporated provincially or federally;
- be for-profit;
- be engaged in research and development in physical and life sciences and engineering; and
- employ the individual in a research and development role.

# Length

The NSERC will subsidize an individual's salary for two years.

#### Remuneration

Salary is negotiated between fellow and company. NSERC contributes \$25,000 per year. The company must contribute a minimum of \$5,000 per year.

# **Application Process**

Potential candidates must contact companies of interest and, following negotiations of an employment agreement, the company may submit an application to NSERC. Alteratively, a company may follow its normal recruitment procedures. There is no limit to the number of applications and companies may submit applications at any time. Senior personnel from federal government departments and agencies dealing with research and development issues review applications approximately every two months. Companies should allow up to four months between the application submission and the NSERC decision.

#### Contact

Industrial Research Fellowships Officer
Natural Sciences and Engineering Research Council
350 Albert Street
Ottawa, Ontario
K1A 1H5
Telephone (613) 996-1900
Fax (613) 996-2589

## **Undergraduate Student Research Awards**

## **General Description**

Undergraduate engineering or science students are employed in university departments or industrial organizations. Of the 2,550 sponsored positions in 1992, 2,000 were in universities and 550 were in industry. This total includes 200 positions targeted for women.

## Eligibility

# **Applicant**

- must be a Canadian citizen or permanent resident;
- must be registered in an honours engineering or science undergraduate program;
- must have a cumulative "B" average;
- must not have more than four academic terms left to complete degree;
- must not be registered in an undergraduate professional degree in the health sciences:
- may be completing a second bachelor's degree; and
- may hold a maximum of one targeted and three undergraduate student research awards in their academic career.

**Note:** The targeted student will be female, studying in physical sciences or engineering, have a cumulative "A" average and have no more than six, and no less than five, academic terms left.

#### Length

The standard length of an award is four months. The NSERC will not normally grant an award for less than three months. The award may be held at any time of the year permitted by the student's academic schedule. A student can hold only one award during a fiscal year (April 1 to March 31).

## Remuneration

The award is valued at \$225 per week to a maximum of 16 weeks. Companies are required to supplement this salary by a minimum of 25%.

## **Application Process**

To be deemed eligible for the program, companies must contact the NSERC. The NSERC then publishes a list of all eligible organizations, which is available along with program application forms from the heads of departments of science and engineering in Canadian universities and from the NSERC. Students submit application packages to companies of their choice, which then screen candidates, nominating up to ten students to the NSERC (the program will support a maximum of ten students per company per fiscal year). Companies should allow for up to four weeks between the nomination submission and the NSERC's decision.

#### Contact

Program Officer
Undergraduate Research Awards
Natural Sciences and Engineering Research Council
350 Albert Street
Ottawa, Ontario
K1A 1H5
Telephone (613) 996-2009
Fax (613) 996-2589

#### PUBLIC SERVICE COMMISSION

## **Accelerated Economist Training Program**

## **General Description**

This program offers a two-year apprenticeship (assignments of four to six months) with on-the-job training in three central economic agencies in the National Capital Region: the Treasury Board Secretariat, the Department of Finance and either the Privy Council Office or the Federal-Provincial Relations Office. Participants will also undertake a regional assignment with one of the following: Atlantic Canada Opportunities Agency, the Department of Western Economic Diversification or one of the regional development agencies in Ontario or Quebec.

## Eligibility

Applicant must have a master's degree in economics or public administration.

#### Length

Two years.

## **Application Process**

Recruitment is conducted from October to mid-November each year. Application forms and information kits can be obtained from university campus career centres and from Public Service Commission offices.

#### Contact

Regional Director National Capital and Eastern Ontario Region Public Service Commission 66 Slater Street, 3rd Floor Ottawa, Ontario K1A 0M7 Telephone (613) 996-8436 Regional Director
Central and Southern Ontario
Region
Public Service Commission
Dominion Public Building
1 Front Street West, 3rd Floor
Toronto, Ontario
M5J 2R5
Telephone (416) 973-4636

## Federal Summer Student Employment Program (FSSEP)

#### **General Description**

The Federal Summer Student Employment Program promotes the hiring of students based on academic fields of study and is designed to provide students with valuable work experience. It includes a national computerized inventory of secondary and post-secondary students who are seeking summer employment with the federal government of Canada. Qualified candidates are referred to hiring managers for consideration. Positions available vary from year to year and are based on the needs of federal departments and agencies and on the requirements of managers who do the hiring. In 1993, 777 students were employed in the Ontario region and 2,089 in the Ottawa-Hull region.

## Eligibility

FSSEP is open to full-time high school, college CEGEP, technical institute and university students who are returning to full-time studies in the fall. Preference is given to Canadian citizens.

Note: Some departments offer programs directed at specific groups through FSSEP.

#### Length

Contract lengths vary but occur between April 1 and the second week in September.

#### Remuneration

The hourly wage is set annually by the Treasury Board and based on the student's year of study. Secondary level students will be paid at the minimum pay rate. For 1995, the minimum rate is \$6.95/hour.

| EDUCATION LEVEL   | PAY RATE                                   |
|---|--|
| Ph.D.   | \$ 13.69                                   |
| Masters   | \$ 12.61                                   |
| University - 5 years - 4 years - 3 years - 2 years - 1 year | \$12.30<br>11.63<br>11.02<br>10.14<br>8.75 |
| College - 3 years - 2 years - 1 year                        | \$ 8.75<br>8.39<br>8.03                    |

**Note:** All university, college or CEGEP students who agree to accept a position at the minimum rate of pay will be paid \$6.95/hour.

## **Application Process**

The 1995 recruitment campaign was from mid-November to mid-February. Applications were available from student career offices at college, CEGEP, technical institute and university campuses. Applications were also available at Canada Employment Centres and Public Service Commission (PSC) regional and district offices. Hiring managers may access the FSSEP inventory at the beginning of March 1995. Call the number in the Contact section for details on this year's recruitment process.

#### Contact

Federal Summer Student Employment Program Public Service Commission 300 Laurier Avenue West Room A-1850, West Tower Ottawa, Ontario K1A 0M7 Telephone (613) 992-9643 Fax (613) 943-2936

# Management Trainee Program (MTP)

## **General Description**

This program is a five-year, multi-assignment training and development initiative for those interested in management. Participants can enhance their education with training in management skills and gain first-hand knowledge and experience of a career in the federal public service.

# Eligibility

Applicant must have a master's degree in any discipline from a recognized university.

## Length

Five years.

## **Application Process**

Recruitment is conducted annually in the fall. Application forms and information kits can be obtained from university campus career centres and from Public Service Commission offices.

#### Contact

Regional Director National Capital and Eastern Ontario Region Public Service Commission 66 Slater Street, 3rd Floor Ottawa, Ontario K1A 0M7 Telephone (613) 996-8436 Regional Director
Central and Southern Ontario
Region
Public Service Commission
Dominion Public Building
1 Front Street West, 3rd Floor
Toronto, Ontario
M5J 2R5
Telephone (416) 973-4636

# Annual Post-Secondary Recruitment for the Federal Public Service

## **General Description**

This is an annual competition used by various federal departments and agencies to fill job vacancies in a wide range of fields.

## Eligibility

Applicants must have a university degree.

## Length

Depends on the needs of the hiring department or agency.

# **Application Process**

Recruitment is conducted annually in the fall. Application forms and information kits can be obtained from university campus career centres and from Public Service Commission offices.

#### Contact

Regional Director National Capital and Eastern Ontario Region Public Service Commission 66 Slater Street, 3rd Floor Ottawa, Ontario K1A 0M7 Telephone (613) 996-8436 Regional Director Central and Southern Ontario Region Public Service Commission Dominion Public Building 1 Front Street West, 3rd Floor Toronto, Ontario M5J 2R5 Telephone (416) 973-4636

#### **ROYAL CANADIAN MINT**

# Summer Student Hiring Program

## **General Description**

The Royal Canadian Mint hires students for summer employment opportunities, mainly as general plant labourers. A small number of clerical positions are also available. The total number of positions varies annually (from 10 in 1991, to 130 in 1992, to 40 in 1993). Since the Royal Canadian Mint is a crown corporation, no PSC form is required.

## Eligibility

High school, college and university students.

## Length

Work periods vary but occur between April 1 and Labour Day.

#### Remuneration

The 1993/4 wage was \$11.25 per hour.

#### **Application Process**

The Royal Canadian Mint does not advertise summer positions. Interested students should forward a resume to:

Human Resources Branch Royal Canadian Mint 320 Sussex Drive Ottawa, Ontario K1A 0G8

#### Contact

Human Resources Branch Royal Canadian Mint 320 Sussex Drive Ottawa, Ontario K1A 0G8 Telephone (613) 998-1329 Fax (613) 998-0272

# SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL OF CANADA (SSHRC)

## **SSHRC Granting Programs**

## **General Description**

The SSHRC is the federal agency responsible for promoting and supporting research and research training in the social sciences and humanities in Canada. The council supports research on the economic, political, social and cultural dimensions of human activity. In addition to the SSHRC, there are three other federal granting councils: Natural Sciences and Engineering Research Council (NSERC), Medical Research Council (MRC) and Canada Council (CC). The SSHRC has 5 different types of grants: research grants, strategic grants, publication grants, travel and conference grants and grants to institutions. These programs are briefly outlined in the table below:

# Social Sciences and Humanities Research Council of Canada Granting Programs

| Grant                                       | Duration and Value   | Description   | Application Deadline                      |
|---|--|---|---|
| Standard Research<br>Grants                 | Up to three years. Max. value: \$100,000 or \$250,000/3 years                | The average value of<br>the grant has been<br>\$50,400/3 years. Used<br>by individuals or<br>teams to carry out a<br>program of research. | October 15.                               |
| Major Collaborative<br>Research Initiatives | Up to five years Max. value: \$500,000/year                                  | Research teams of two or more investigators for largescale research projects.   | Stage 1: January 15.<br>Stage 2: June 30. |
| Strategic Research<br>Grants                | Up to three years. Max. value: \$100,000 or \$250,000/3 years                | For research projects by individuals or groups in 5 theme areas <sup>1</sup> .  | October 15.                               |
| Strategic Research<br>Network Grants        | Up to \$40,000/year to a maximum duration of three years.                    | For research networks involving at least 5 researchers in 3 institutions not formally affiliated, in 5 theme areas.                       | October 15.                               |
| Strategic Research<br>Workshop Grants       | Max. value:<br>\$15,000/workshop. Up to<br>3 workshops per 3 year<br>period. | For groups of researchers to examine research topics, needs and methodologies and to communicate research results, in 5 theme areas.      | October 15.                               |

| Grant  | Duration and Value                                   | Description  | Application Deadline  |
|--|--|--|---|
| Strategic Partnership<br>Development Grants          | Max. value: \$5,000.<br>Duration: one year.          | For groups of researchers to seek out potential partners for research activities, in 5 theme areas.            | Applications may be submitted at any time.                                  |
| Strategic Joint<br>Initiatives                       | Varies.  | For research projects and activities in additional issue areas.  | Varies.   |
| Postdoctoral<br>Fellowships                          | \$27,984/year; may be renewed for up to three years. | Up to four of these fellowships are available in conjunction with strategic research grants in applied ethics. | Application must be included with the strategic research grant application. |
| Aid to Scholarly<br>Publications                     | Varies.  | For assisting publication of individual scholarly works.   | Call (613) 234-1269.  |
| Travel Grants for<br>International<br>Representation | Varies   | For individual scholars to attend specified business meetings.   | April 1;<br>June 30; or<br>November 1.                                      |

<sup>&</sup>lt;sup>1</sup> Currently the five theme areas are: applied ethics, education and work in a changing society, managing for global competitiveness, science and technology policy in Canada, and women and change.

The council offers other grants which were not included in the above table because they were directed towards institutions and organizations or are for acquiring materials.

#### Contact

For more information contact the SSHRC at (613) 992-0682. The information in this listing came from: SSHRC Granting Programs: Detailed Guide.

#### DEPARTMENT OF VETERANS AFFAIRS

## Summer Student Employment - Vimy France

## **General Description**

Twenty post-secondary students work as interpretive guides at the Canadian Vimy Memorial Park at Vimy Ridge, France.

## Eligibility

#### Candidate must

- be a Canadian citizen;
- be enrolled in a college or university program;
- be fully bilingual; and
- have excellent public speaking skills.

## Length

Regular guides work for 8 weeks in one of the following periods: March 30 to May 31, May 30 to July 31, July 30 to September 30, and September 29 to November 15. Chief guides work for 10 weeks in one of the following periods: March 30 to June 15, June 14 to August 31, and August 30 to November 15.

#### Remuneration

Guides are paid monthly in French Francs at the equivalent rate of \$10 Canadian per hour. A daily, non-taxable allowance of \$16 Canadian is also provided to compensate for higher living costs. Participants are responsible for accommodation, meals and transportation to and from France. A French work permit is not required.

# **Application Process**

The application consists of a resume, proof of registration in a post-secondary institution, four reference letters, French and English essays on the significance of the battle of Vimy Ridge and an FSSEP Public Service Commission form. The application is due in early December of the year prior to departure.

## Contact

Senior Policy Development Officer Commemoration Department of Veteran Affairs P.O. Box 7700 Charlottetown, Prince Edward Island C18 8M9 Telephone (902) 566-8701 Fax (902) 566-8073



